



Job Description: Compliance Coding Auditor

Job Title: Compliance Auditor
Department: Compliance/Risk
Supervisor: Chief Compliance, Ethics & Risk Officer
FLSA Status: Non-Exempt
Prepared By: Tina C. Tolliver
Prepared Date: July 2020
Approved By: Tina C. Tolliver
Approved Date: July 2020

The Compliance Coding Auditor, both as an on-site and/or remote auditor, performs internal medical record audits and prepares compliance auditing reports as directed by the Senior Compliance Deputy and/or Chief Compliance, Ethics & Risk Officer.

Audits include regular compliance medical record audits or focused review projects for ongoing review of coding and documentation for a variety of medical specialties to support compliance with coding and documentation rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs coding audits reviewing for compliance and accuracy with CPT, ICD-10, HCPCS and corporate coding policy and follows up for timely completion within designated time period.
- Maintains excellent documentation of all reviews, methodologies employed, results, corrective actions implemented, and monitoring.
- Assists in focused review projects including data analysis, reporting, and corrective action identification and referral to the Coding Education Department
- Reports findings of identified trends and risks to the Senior Compliance Deputy and/or Chief Compliance, Ethics & Risk Officer.
- Participates in the departmental meetings and provides compliance knowledge and background as required.
- Assists the Senior Compliance Deputy and/or Chief Compliance, Ethics & Risk Officer with the development of policies and procedures for the compliance audit program.
- Prepares monthly, bi-monthly, quarterly and annual reports for and as directed by the Senior Compliance Deputy and/or Chief Compliance, Ethics & Risk Officer.
- Establishes and maintains cooperative working relationships with the corporate management team, physician practices and all staff members to provide expertise and compliance training as needed.
- Performs additional administrative duties as assigned by Senior Compliance Deputy and/or Chief Compliance, Ethics & Risk Officer.

QUALIFICATION REQUIREMENTS:

- 2-5 years of outpatient and inpatient coding experience.
- Healthcare background or training and a deep understanding of medical chart requirements
- CPC or AHIMA certification equivalent required
- Prior medical office management experience preferred
- Analytical skills
- Strong organizational skills
- Ability to set up conference calls and facilitate call to discuss audit results
- Ability to exercise initiative, use sound judgment and employ effective problem-solving techniques in the decision-making process
- Self-starter, self-directed, team oriented with the ability to meet deadlines
- Computer skills – word, spreadsheet (Excel), practice management systems and reporting, Internet research experience.
- Ability to handle confidential information with the utmost discretion
- Strong business verbal and written communication skills required.

EDUCATION AND/OR EXPERIENCE:

- CPC Certification
- CPMA Certification or willing to obtain CPMA Certification within one year of employment

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical and Mental requirements:

- Constantly operates a computer and other office equipment to coordinate work.
- Usually remains stationary for the majority of the day.
- Frequently communicates with clients and coworkers and must be able to share information effectively.
- Occasional stooping, reaching or kneeling may be necessary to reach into overhead or low cabinets.
- The employee must occasionally lift and/or move up to 25 pounds.
- Regularly uses close visual acuity and operates computer equipment to prepare and analyze and transmit data.
- Generally, works in an office environment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate depending on business activity of the office.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations, which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____