Outpatient Coding, RCM, Appeals Expert
Part-Time Remote

Position
- 1099 contractor position for qualified individual
- Part Time 16--32 hours per month

Summary

This contractor position reports to the Chief Executive Officer of the American Institute of Healthcare Compliance and works as part of the Professional Development team. Work includes updating coding, appeals and revenue cycle management outpatient courses and participates as a subject matter expert on the Certification Exam Board. This position requires signing a confidentiality agreement due to the nature of work involving the Certification Exam Board.

Responsibilities
- Work as part of a team to update CPT, HCPCS, and ICD-10-CM codes for short courses and certification programs
- Review most often missed certification exam questions for the COCAS, CORCM, ICDCT-CM upon request
- Work with a team of experts to develop ICD-11-MMS courses
- Brainstorm with the Professional Development Team regarding CEU topics
- Develop PowerPoints for free educational materials for the AIHC YouTube Channel and draft short educational articles for the AIHC Blog

Qualifications

Qualified candidates must have outpatient experience as a coder, filing appeals, and knowledge of outpatient revenue cycle management as well as leadership experience in a health care institution within the United States.

Education
- o RHIT, RHIA, Bachelor or Master degree preferred
- o Current coding certification as an outpatient coder
- o Current certification in Revenue Cycle Management (i.e. CORCM) and Appeals Management (i.e. COCAS) preferred

Experience
- o Minimum of 5 years working in outpatient coding, billing, and denial/appeals management either for a clinic or insurance payer
- o Prefer coding and revenue cycle management auditor or health care payer investigator (SIU)

How to Apply

Only qualified candidates will be considered. Submit your resume and cover letter describing why you believe this important part time position can fit into your busy schedule and what you can contribute to our 501©(3) non-profit organization by Emailing us at codingbilling@aihc-assn.org by June 25, 2021. No phone calls, please.