

## Research Billing Compliance Auditor II

*Tampa, FL*

### **Summary**

Under the direction of the Manager, Research Billing Compliance, the Research Billing Compliance Auditor will prepare, schedule, and conduct audits of investigator initiated, pharma, and medical device clinical trials, and perform detailed research billing audits, including reports and follow-up, to ensure compliance with applicable regulations, GCP guidelines, and organizational quality standards.

### **Responsibilities:**

- Prepares, schedules, and conducts coverage analysis and clinical research billing audits; analyzes allocation of charges and billing processes to ensure compliance with applicable regulations, and organizational quality standards.
- Recommends corrective action(s) to improve deficiencies and communicates recommendations to the appropriate team members, department administrators, management, and others as needed.
- Contributes to research billing compliance policies, information, tools and resources on the website and other forums.
- Provides support to the Research Compliance program as needed.
- Stays abreast of federal, state, and local developments and compliance efforts related to research billing and clinical trials. Maintains appropriate certifications. Remains up to date on changes to regulations relating to clinical trial billing and effectively communicate both verbally and in writing. Strong analytical and problem-solving skills with attention to detail. Ability to work with all levels, and within a strong team environment. Proficient in using computer software applications such as Microsoft Excel, Word, PowerPoint, and Adobe.
- Investigates reports related to research billing and other related research non-compliance.
- Prepares, schedules, and conducts audits of clinical research finance activities for compliance in accordance with all applicable regulations and organizational quality standards.

### **Credentials and Qualifications:**

- Bachelor's degree in Business Administration, Health Information Management, Health Sciences, Healthcare Administration, Research Administration; Accounting/Finance.
  - **\*\*In lieu of a Bachelor's Degree, an Associate Degree with 3 years additional clinical research billing compliance or research finance/operations experience required.**

- 1 year auditing experience required.
- Minimum of 3 years clinical research billing compliance or research finance/operations experience required.
- Thorough understanding of coding requirements and current applicable laws and regulations, including federal, state, and non-federal regulations surrounding research and Medicare and/or third party payor reimbursement.
- Detailed knowledge of clinical services billing and processing, including understanding of hospital billing and physician billing.
- Thorough knowledge of ICH Guidelines, GCPs, and FDA Code of Federal Regulations and other applicable regulatory authority laws and regulations as they pertain to the conduct of clinical trials, e.g., pharma, medical device, clinical trials billing requirements.
- Experience with EHR, CTMS or other tracking mechanisms, and Physician & Hospital Billing Systems.

**For More Information/ How to Apply:**

<https://moffitt-cancer-center-careers.hctsportals.com/jobs/876131-research-billing-compliance-auditor-ii>