

BILLING ANALYST CORPORATE COMPLIANCE

Froedtert Health

Job Location: Menomonee Falls, WI

Full Time

Summary:

Under the direction of the Froedtert Health Billing Compliance Manager, this individual will be responsible for analyzing, monitoring and auditing billing processes, quality of documentation to support billing, and coding and billing practices for compliance with applicable healthcare billing regulations and government agencies. This position's specific duties include monitoring, researching, interpreting and assessing regulatory risks to provide support and recommendations to leaders and staff. The position is also responsible for conducting internal investigations and audits which involve fact finding, interviewing, analyzing data or information and preparing documentation. In addition, this role will be responsible for identifying and implementing best practices, process improvements, internal controls, and corrective actions when appropriate. The workload requires the ability to effectively multitask and prioritize to stay organized. This role is responsible for influencing and leading other members of the organization through consultation, effective verbal and written communication and problem-solving for the shared goal of compliant and ethical practices. Attention to detail and facilitating decision-making through difficult situations are skills that are required to succeed in this role. A focus on billing compliance requires collaboratively working with Patient Financial Services, Health Information Management, Coding, and the clinical areas as needed. Other duties as assigned.

Responsibilities:

Healthcare industry revenue cycle, billing and coding background with a minimum of five years of coding with data management in health care experience or equivalent experience is required. Medical terminology is required. At least five years healthcare experience with a professional billing focus, coding with Medicare billing knowledge is preferred or five years medical auditing, patient accounts, finance or quality management experiences is preferred. A Bachelor degree is required. Degree in Healthcare related field. At least one coding credential required to include: Certified Coding Specialist (CCS), Certified Coding Associate (CCA) or Certified Professional Coder (CPC) or Registered Health Information Administrator (RHIA) or a commitment to obtain one of the listed credentials from a nationally recognized organization within one year.

Other Information:

Medicare and managed care understanding of billing for hospitals &/or physician practices is required. Must possess good interpersonal with good written and verbal communication skills. Competent in the use of Excel spreadsheets, Word documents, SharePoint, and system logs. Uses critical thinking skills including observation, interpretation, analysis and evaluation in order to problem solve effectively to mitigate areas of identified billing risk. This role requires an independent, problem solving approach with high level analysis skills. Handling coding or billing functions is preferred.

For More Information/To Apply:

<https://jobs.froedtert.com/job/48468/BILLING-ANALYST-CORPORATE-COMPLIANCE>