

# Clinical Auditor

**Memorial Hermann**

Job Location: Houston, TX

Full Time

## **JOB SUMMARY:**

Position is responsible for coordinating and implementing multiple billing and quality audits as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

- Completion of Nursing Program; Bachelors of Nursing preferred

## **LICENSE/CERTIFICATION:**

- Current and valid license to practice as a Registered Nurse (ADN or BSN) or LVN in the state of Texas.

## **EXPERIENCE/KNOWLEDGE/SKILLS:**

- Minimum two (2) years of experience in finance, operations, audit or consulting with a hospital or managed care focus
- Minimum two (2) years of clinical experience, preferably critical care
- Knowledge of the American Association of Medical Audit Specialists standards and TJC Core Measures as appropriate
- Self-motivated, proven communication skills, assertive, critical thinking skills
- Working knowledge of Word and Excel
- Effective oral and written communication skills
- Demonstrates commitment to the Partners-in-Caring process by integrating our culture in all internal and external customer interactions; delivers on our brand promise of “we advance health” through innovation, accountability, empowerment, collaboration, compassion and results while ensuring one Memorial Hermann.

## **PRINCIPAL ACCOUNTABILITIES:**

- Performs billing and quality audits based on medical audit standards as promoted by the American Association of Medical Audit Specialists standards.
- Performs quality audits using TJC Core Measures standards.
- Establishes and maintains good professional rapport with insurance companies, physicians and staff while obtaining necessary data.
- Prepares reports of audits identifying trends or gaps in practice to be given as feedback to Departments.
- Assures proper confidentiality and complies with HIPAA guidelines.
- Coordinates findings of billing audits with insurance companies as appropriate.
- Ensures safe care to patients, staffs and visitors; adheres to all Memorial Hermann policies, procedures, and standards, within budgetary specifications, including time management, supply management, productivity, and accuracy of practice.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education, skills competency, supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor, and resource to less experienced staff.
- Other duties as assigned.

## **FOR MORE INFORMATION/TO APPLY:**

<https://jobs.memorialhermann.org/us/en/job/100117255/Clinical-Auditor>