

Coding and Billing Manager

HCA Healthcare

Job Location: Austin, TX

Full Time/Days

JOB SUMMARY:

The Coding and Billing Manager is responsible for providing leadership and overseeing all functions and operations of the CBO Coding and Billing Specialists. This includes analysis, reporting and all other duties as required for maintaining optimal business office operational performance.

MINIMUM REQUIREMENTS:

- Minimum of two years prior supervisory experience
- Demonstrated understanding of accounting principles
- Proficiency in computer applications, including medical accounts receivable systems
- Knowledge of CPT/ICD-9 coding, managed care payers, and medical terminology
- Strong verbal and written communication skills

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree in Business or Health Care Administration preferred
- Coding certification from AAPC, AHIMA

ADDITIONAL INFORMATION:

Central Business Office, Ambulatory Surgery Division, offers a total rewards package that supports the health, life, career and retirement of our colleagues. The available plans and programs include:

- Comprehensive medical coverage that covers many common services at no cost or for a low copay. Plans include prescription drug and behavioral health coverage as well as telemedicine services and free AirMed medical transportation.
- Additional options for dental and vision benefits, life and disability coverage, flexible spending accounts, supplemental health protection plans (accident, critical illness, hospital indemnity), auto and home insurance, identity theft protection, legal counseling, long-term care coverage, moving assistance, pet insurance and more.
- Fertility and family building benefits through Progyny
- Free counseling services and resources for emotional, physical and financial wellbeing
- Family support, including adoption assistance, child and elder care resources and consumer discounts
- 401(k) Plan with a 100% match on 3% to 9% of pay (based on years of service)
- Employee Stock Purchase Plan
- Retirement readiness and rollover services and preferred banking partnerships
- Education assistance (tuition, student loan, certification support, dependent scholarships)
- Colleague recognition program
- Time Away From Work Program (paid time off, paid family leave, long and short-term disability coverage and leaves of absence)

FOR MORE INFORMATION/TO APPLY:

<https://careers.hcahealthcare.com/jobs/11101528-coding-and-billing-manager>