

Sr. Billing Compliance Auditor Trainer

Johns Hopkins University

Job Location: Baltimore, MD/Hybrid

Full Time/Days

JOB SUMMARY:

The Sr. Billing Compliance Auditor Trainer who will provide on-going training and support to physicians, non-physician providers, professional fee billing staff, clinic staff, administrators, and other affected personnel on documentation and billing requirements. Using auditing and analysis techniques, determines the adequacy of medical records documentation, coding and billing for all providers across all clinical specialties. Works in close collaboration with the clinical departments, Physicians Billing Service, and the Johns Hopkins Health System Compliance Office. The documentation audits are conducted as part of the School of Medicines Billing Quality Assurance Compliance Program. Prepares reports for the Sr. Director, Director, and clinical departments regarding the status or results of the reviews. Summary results are presented to the Clinical Practice Associations Board of Governors, the University's Trustee Committee for Audits and Insurance and other appropriate offices within the School of Medicine or Johns Hopkins Medicine..

MINIMUM REQUIREMENTS:

- Five years of auditing/billing compliance
- Additional education may substitute for required experience and additional experience may substitute for required education, to the extent permitted by the JHU equivalency formula
- Preferred: Experience with IDX Billing and Accounts Receivable system, EPR, Meditech, Eclipsis, Epic, and other clinical information systems
- Preferred: Seven years of experience

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree in Health Care-related or Business-related field
- A minimum of one professional coding certification (CCS-P, CPC, RHIA or RHIT) required by start date
- Preferred: Additional coding certifications

ADDITIONAL INFORMATION:

Special Knowledge, Skills & Abilities:

- Requires a detail-oriented individual with the ability to handle a high volume of multiple tasks and follow through to completion.
- Must be able to learn quickly and work independently to address a variety of complex issues.
- Must be flexible to adjust to the development and refinement of new processes and procedures.
- CPT and ICD-9 coding required, including coding from clinical documentation or auditing the coding of others.
- Extensive knowledge of Medicare regulations regarding teaching physicians, documentation guidelines, and other federal and state laws and regulations concerning clinical documentation, coding, and reimbursement required.
- Knowledge of related clinical and business practices, policies, and procedures for billing and collection of professional fee services, and audit processes preferred.
- Demonstrated communication, analytical and organizational skills are essential.
- Demonstrated training or teaching experience.
- Proficient in Microsoft Word applications including Excel and Word, Outlook.
- Must be self-motivated and comfortable working independently, as a team leader and as a team member.

FOR MORE INFORMATION/TO APPLY:

[https://jobs.jhu.edu/job/Baltimore-Sr -Billing-Compliance-Auditor-Trainer-MD-21218/989424800/](https://jobs.jhu.edu/job/Baltimore-Sr-Billing-Compliance-Auditor-Trainer-MD-21218/989424800/)