

Manager of Coding and Compliance

AC3 Health

Job Location: South Bend, IN/Hybrid

Full Time/Days

JOB SUMMARY:

AC3 is searching for an experienced Certified Manager of Coding & Compliance for our growing multi-specialty coding services. The manager will be responsible for developing & overseeing a team of coders, conducting billing & coding audits, leading coding education efforts, & identifying process improvement initiatives. They will work cooperatively as a team with revenue cycle, client practices, and management. They will provide courteous and professional assistance with coding questions from physicians, clinical team members, and other departments. The successful candidate for this role must have exceptional communication, organizational skill, and detailed-oriented.

MINIMUM REQUIREMENTS:

- At least 5 years of professional fee coding experience preferred. Minimum of 3 years' experience working & performing in a leadership role required.
- Working knowledge/experience in Practice Management Systems (G4/Centricity & Unlimited Financials platforms preferred).
- Working knowledge/experience in EMR Systems (Aria, Athena, UroChart, Mosaiq preferred).
- Excellent oral & written communication skills, effective presenter.
- Demonstrates knowledge and competence in CPT, HCPCS, ICD-10, POS, and modifiers.
- Accurately code/bill charges to the best of your ability without fraudulence.
- Knowledge of anatomy and medical terminology.
- Excellent communication and organizational skills with the ability to work in a fast-paced environment; prioritize tasks and workloads.
- Performs other duties as assigned.

EDUCATION/LICENSES/CERTIFICATIONS:

- Certified Professional Coder (CPC) through AAPC, required.
- Certified Professional Medical Auditor (CPMA) or equivalent, preferred.
- High School Diploma or equivalent required.

ADDITIONAL INFORMATION:

This is a remote/hybrid position with the expectation of travel to meet the needs of the position. Work is completed in a general office environment, sedentary in nature but may require standing and walking for up to 10% of the time. The work environment is favorable with adequate lighting and temperature, and no hazardous or unpleasant conditions caused by noise, dust, etc. Must be able to operate standard office equipment and keyboards.

FOR MORE INFORMATION/TO APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=481dcbce-282f-4275-bd51-2289e5c3806d&cclid=1986137423_584&lang=en_US&selectedMenuKey=CareerCenter&jobId=502765