Auditor, Revenue Optimization

North American Partners in Anesthesia
Job Location: Remote
Full Time/Days

JOB SUMMARY:
- Audit medical records to identify missed charges, incorrect coding, and other inconsistencies that result in missed billing opportunities.
- Perform Root Cause Analyses and report findings that identify common issues, including over-coding, under-coding and missed billing opportunities.
- Retrieves any missing patient information and documentation required for billing.
- Complete coding of unbilled records identified through audits.
- Prepare reports, executive summaries, and examples of audit findings for presentation and educational purposes.
- Assist with Clinical Documentation recommendation, coding guidance research, and the development of coding educational documents
- Conduct ad-hoc audits as needed to provide root cause analysis and recommendations for resolution.
- Pre-payment audit: review billing vs documentation, send documentation to the payer, complete necessary charge corrections, and/or identify CDI (Clinical Documentation Improvement) opportunities
- Provide resolution of missing documentation tasks. Retrieve or request necessary documents, code for billing, and data entry.
- Provide coding support to cross-functional team inquiries and special projects.

MINIMUM REQUIREMENTS:
- Minimum 3 years coding experience.
- Extensive knowledge of medical billing software and electronic medical records.
- Well-rounded knowledge of CMS requirements claims processing, billing/coding guidelines, and the Revenue Cycle process.
- Proficient PC skills, including Microsoft 365.
- Excel Proficiency to include basic formulas, concatenate, VLOOKUP, and pivot tables).

PREFERRED QUALIFICATIONS:
- Previous coding experience within Anesthesia or General Surgery.
- Clinical Documentation compliance and regulatory requirements.

EDUCATION/LICENSES/CERTIFICATIONS:
- Must have and maintain an approved coding credential through AAPC (American Academy of Professional Coders) or AHIMA
- Must have or obtain at least one additional certification (CANPC or CPMA), within 1 year of employment.

FOR MORE INFORMATION/TO APPLY:

https://careers.napaanesthesia.com/job/21674408/auditor-revenue-optimization-remote-melville-ny/