Quality Assurance Audit Analyst

ACU-Serve Corp
Job Location: Remote
Full Time/Days

JOB SUMMARY:

The Claims Analyst is responsible to perform quality reviews for both pre-pay and post-pay audits as well as Quality Assurance reviews of orders prior to delivery and/or confirmation according to established guidelines that assist management in monitoring the quality, consistency, and effectiveness of business processes, procedures and related SOPs. Address ongoing questions, issues and escalations from both ACU-Serve employees as well as our clients and provide clear answers and easy access to training and other resources and educational material that can answer these issues. Help to develop and organize a database of information and resources to ensure ease of navigation and interpretation and maximum clarity for both ACU-Serve employees and our clients.

MINIMUM REQUIREMENTS:

- Must have knowledge of payor requirements for billing, auditing, and/or contracting with a strong background of Medicare LCD requirements; and
- Excellent written and verbal communication skills; and
- Must have knowledge of word, excel, and power point; and
- Demonstrated ability to develop strong business partnerships and relationships with payors; and
- Work closely with other internal customers.

ADDITIONAL INFORMATION:

PHYSICAL EFFORT:
- Work time will be spent sitting approximately 90% of the time, standing and walking approximately 10% of work time. PC Keyboarding will constitute approximately 80% of work time. May require some travel.

FOR MORE INFORMATION/TO APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f94af1b4-b265-49e1-a035-7e11d676de21&ccId=19000101_000001&lang=en_US&selectedMenuKey=CurrentOpenings&jobId=519168