



JOB POSTING: AUDIT MANAGER (Coding and Compliance)

Central Utah Clinic (the Clinic) is a large, independent and growing physician group/clinic, with a main campus located in Provo, Utah, and satellite offices and campuses in Orem, Payson, American Fork, and other communities across the state. The Clinic is upgrading its auditing and compliance function and seeks an experienced "self starter" to fill the position of audit manager. This position will report day-to-day to the Chief Financial Officer. This position also works closely with the Clinic's Compliance Committee.

The ideal candidate will have a background that involves healthcare and auditing experience. The candidate will have experience and talents in:

- Developing and managing an annual risk-based audit plan for coding, billing, and collections, using risk identification and mitigation methodologies
- Benchmarking trends with industry and historical data to early identify and minimize billing noncompliance
- Developing and leading monthly audit work plans and supervising the performance of operational and compliance audits at the Clinic, department, and physician levels
- Managing and overseeing the RAC audit process
- Delivering results by identifying trends and root causes for coding issues and continually improving the quality of billing processes and medical records documentation
- Coding medical claims – being able to code multispecialty/proficiency (ICD-9 CM, CPT, HCPCS Coding) and facility and surgery center procedures
- Ensuring coding compliance within medical policies and procedures through work with self pay patients, insurance and governmental payors
- Keeping current with regulatory changes
- Resolving pre/post billing denials; analyzing scrubber edits
- Extracting pertinent data from patient and Clinic health record management systems and determining appropriate coding for procedures performed by physicians
- Utilizing coding query processes to provide missing information and correcting records with inconsistent information or discrepancies
- Providing feedback and education to physician and professional staff regarding changes in coding and methodology for optimizing reimbursements
- Overseeing all insurance and governmental payor audits of the Clinic's medical records
- Analyzing patient chart information for accuracy and completeness, and clarifying vague or incomplete diagnostic or procedural information with physicians and other staff

Qualifications:

- Certified Coder with recognized credentials; incumbent will be required to maintain certification through continuing education
- Bachelor's degree in related area of healthcare, auditing, or business plus four years of patient coding, billing or procedural charge processing and auditing

- Requires experience managing a corporate-wide auditing plan from the risk-assessment of Clinic coding practices to the development, execution, and reporting of the audit results on a quarterly and annual basis
- Demonstrated technical computer skills and able to work with search and data-mining audit software
- Demonstrated human relations and communication skills; excellent interpersonal skills and strong team player
- Demonstrated ability to start, execute and complete projects/tasks with little oversight, while keeping several projects/tasks running concurrently

Other Information:

- This position is a salaried position with full-time employee benefits. Salary and benefits provided comensurate with experience and talents.
- Main work location is in Provo, Utah, with minimal overnight travel
- Work schedule is mainly Mondays thru Fridays

Submission of Applicant Information:

Send cover letter and work experience/resume to jobs@centralutahclinic.com or fax to 801-429-8150. Need to fill position is immediate.