



## Position Description & Requirements

**Position/Title:** Coding Specialist Auditor

**Department:** Corporate Compliance and Quality Assurance

**Required Time Commitment (Full Time/Part Time):** Full Time, eligible for paid time off (PTO), 401K benefits, and medical benefits.

### Position Overview:

Coordinate routinely scheduled payer audits for physicians' documentation in conjunction with professional fee billing, to determine the accuracy of coding and physician physical presence; adhering to AHIMA, CMS, State, and Federal, ACOG, AUA, AAP, and other specialty associations; guidelines, laws, and regulations.

*\*NOTE: The list of tasks is illustrative only and is not a comprehensive list of all functions and tasks performed by the position.*

### Responsibilities:

- Collects, summarizes, and trends provider performance data to identify and strategize opportunities for provider improvement
- Supports quality improvement program studies and HEDIS as needed, requesting records from providers, maintaining databases, and researching to identify members provider encounter history
- Communicates with external data sources as needed to gather data necessary to measure identified outcomes
  - Follow up emails with practice (2-3 times a month)
  - Follow up phone calls (2-3 times a month)
  - Deadline reminders (Every other week)
  - Addressing any questions/comments/concerns (Daily)
- Participates in/or coordinates with other department projects as needed
  - Special financial audits as directed by Coding Auditing Manager
- Participates in member education, and disparity programs, as assigned
- Maintain HIPAA standards and confidentiality of protected health information
- Responsible for Special Audits
  - Assist in any special audit as directed by Director of Quality Assurance
  - Communicate findings to Director of Quality Assurance

### Required Skills & Qualifications:

- Functional & Technical Skills: Knowledge of CPT and ICD-10 Coding, knowledge of medical terminology, strong logical, analytical, problem-solving, and decision-making skills. Proficient in Windows environment, Word and Excel.
- Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers; establishes and maintains effective relationships with customers and gains their trust and respect. Customers are defined as employees, management, and physicians.
- Ability to Meet Deadlines

- Clear Communicator (Written and verbal)

**How to Apply:**

If you are interested in this position, please send your resume to Ivonne Cobas, Sr. Director of Quality Assurance at [ICOBAS@FEMWELL.COM](mailto:ICOBAS@FEMWELL.COM)

Please be sure to include the following in your e-mail:

- The title of the position you are applying for in the subject line.
- The date at which you are available to start.
- Your salary requirement
- Your contact information

Once your e-mail is received someone will contact you regarding an interview.

Please note that submitting your resume does not guarantee an interview or position placement.