

POSITION:	Charge Auditor	Job Posting A865
DEPARTMENT/UNIT:	Health Information & Records	
DATE POSTED:	December 28, 2011	
DATE CLOSES:	Open Until Filled	

Full-time opportunity: Position will work 80-hours bi-weekly.

Essential Duties/Responsibilities:

- ✓ **Translating clinical documentation, services, and supplies into applicable charge capture process.**
- ✓ **Working knowledge of ICD-9, HCPCS, and CPT modifiers preferred.**
- ✓ **Logging and tracking charge concerns and reviewing with departments.**
- ✓ **Assisting departments with daily charge reconciliation process.**
- ✓ **Problem solving through critical and analytical thinking.**

Minimum Qualifications:

- 1. High School graduate or equivalent.**
- 2. Expert communication skills, must be able to work with and relate to all departments on a personal, courteous, friendly, and professional level with an unobtrusive approach.**
- 3. One year minimum experience preferred in coding, billing and/or charge capture.**
- 4. Working knowledge of medical record and clinical terminology.**
- 5. Experience providing educational platforms helpful.**
- 6. Strong PC skills including database, spreadsheet, and presentation applications.**
- 7. Attention to detail and strong organizational skills.**

Drug Free Workplace – Drug Test Required

Equal Employment Opportunity