
Auburn University Job Description

Job Title:	Medical Billing Auditor	Level I	Grade FO04 \$31,800 - \$44,500
Job Code:	IB09	Level II	Grade FO05 \$33,600 - \$50,400
FLSA status:	Non-exempt		

Job Summary

Responsible for the daily review, accuracy, and oversight of hospital patient bills.

Essential Functions

1. Reviews billing details on cases ensuring that all charges are entered and any duplications are corrected.
2. Completes audits, in conjunction with doctors and technicians, on financial records and contracts, grants, and research accounts ensuring charges are correct for services provided.
3. Approves bill order audits prior to discharge.
4. Reviews and updates the daily census and census reports ensuring that all hospitalized patients are included and those discharged are removed.
5. Balances cash drawers and accounts receivables on a daily basis.
6. Responsible for billing of direct charge accounts and the close-out of these orders.
7. Reviews inpatient records and billing details ensuring that charges are entered correctly and in a timely manner.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in administrative support services in a hospital or veterinary services setting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/4/2012
