
Auburn University Job Description

Job Title: **Medical Billing & Records Auditor**

Job Family: No Family

Job Code: **IB11**

Grade AS07: \$33,700 - \$50,600

FLSA status: Non-Exempt

Job Summary

The Medical Billing and Records Auditor is responsible for the daily review, accuracy, and oversight of hospital patient billing and medical data. Performs a variety of financial tasks such as examining, entering and processing forms, letters, vouchers, documents, and reports in a college, school, or department. Prepares data requests for faculty and resident research as well as for financial analysis. Handles cash, check, or other forms of payments or collections.

Essential Functions

1. Reviews billing details on patient cases ensuring that all charges are entered and any duplications are corrected. Completes audits, in conjunction with doctors and technicians, on financial records and contracts, grants, and research accounts ensuring charges are correct for services provided. Approves bill order audits prior to discharge.
2. Reviews and updates the daily census and census reports ensuring that all hospitalized patients are included and those discharged are removed. Provides support for end of day financial reconciliation.
3. Originates, receives, prepares, and/or approves vouchers, forms, letters, papers, schedules, reports and other documents and resolves inconsistencies and errors with appropriate persons. Ensures the confidentiality of all patient records by following all confidentiality guidelines for patient privacy.
4. Communicates frequently with faculty and house officers regarding medical and financial deficiencies in patient and client accounts.
5. Maintains hospital database to include verifying information and maintaining cross-referencing system; ensures that outgoing data is transmitted effectively and efficiently; ensures that external documents are linked to the appropriate patient account; standardizes diagnosis terminology.
6. Enters, identifies errors, and makes corrections to diagnostic data on database.
7. Assists clients and veterinarians with data inquiries following prescribed procedures and refers irregular requests to appropriate clinician or supervisor; ensures the accuracy of data for research purposes.
8. Prepares patient and client data for medical and legal review.
9. Performs other related duties as assigned.

Supervisory Responsibility

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent.
Experience (yrs.)	2	Experience in administrative support and financial 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

Familiarity with Microsoft Office and Google Drive, basic math knowledge, and basic medical terminology familiarity.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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, .

None Required

Date: 3/31/2023
