AUBURN
Human Resources

Medical Billing & Records Auditor

Job Description

JOB INFORMATION

Job Code	IB11
Job Description Title	Medical Billing & Records Auditor
Pay Grade	AS07
Range Minimum	$37,140
33rd %	$43,330
Range Midpoint	$46,420
67th %	$49,520
Range Maximum	$55,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/31/2023

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Communicates frequently with faculty and house officers regarding medical and financial deficiencies in patient and client accounts.
- 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.
- Enters, identifies errors, and makes corrections to diagnostic data on database.
- 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.
- Prepares patient and client data for medical and legal review.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent.	and	2 years of	Experience in administrative support and financial services in a hospital or veterinary services setting.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			