



**JOB INFORMATION**

Job Code	IB09B
Job Description Title	Medical Billing Auditor II
Pay Grade	FO05
Range Minimum	\$35,570
33rd %	\$41,500
Range Midpoint	\$44,470
67th %	\$47,430
Range Maximum	\$53,360
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/4/2012

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Business Administration

**JOB SUMMARY**

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

**RESPONSIBILITIES**

- Reviews billing details on 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.
- Balances cash drawers and accounts receivables on a daily basis.
- Responsible for billing of direct charge accounts and the close-out of these orders.
- Reviews inpatient records and billing details ensuring that charges are entered correctly and in a timely manner.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	High School Diploma or equivalent	And	4 years of	Experience in administrative support 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

Knowledge of office rules, procedures and operations that require previous training and experience to perform.

## MINIMUM LICENSES & CERTIFICATIONS

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

## 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		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically.