

MEDICAL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for authorizing payments for all forms of medical care, and the work is performed under general supervision. Direct supervision may be exercised over one or more clerical personnel involved in the auditing and billing process for performing the more difficult and responsible duties associated with checking a variety of medical bills and records.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Checks medical records and makes decisions to authorize payment for medical care in accordance with established policy; Assigns and reviews work done by clerical assistants; Secures medical information from vendors; Trains new employees in the medical audit process; Assembles and submits a variety of reports; Answers telephone and provides routine information; When assigned to the Public Health Nursing Service the incumbent also:

1. Collects and deposits funds to various accounts;
2. Posts to a variety of accounts money received and disbursed;
3. Posts to a journal or ledger from a variety of accounts;
4. Performs a variety of related account keeping tasks.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of office skills; good knowledge of medical terminology including ICD9 coding; knowledge of federal, state and local medical resources; good knowledge of business English and arithmetic; ability to understand and carry out complex written and oral instructions; ability to deal with the public; awareness of the confidentiality of medical records; clerical aptitude; neatness; accuracy; good physical condition. When assigned to the Public Health Nursing Service the incumbent also must have working knowledge of the methods used in keeping financial accounts and records; ability to make arithmetic computations quickly and accurately.

MINIMUM QUALIFICATIONS:

EITHER:

- A. (1) Graduation from high school or possession of a high school equivalency diploma and (2) two years experience in clerical work involving billing and auditing of medical claims, hospital records, insurance benefits or related field; One year of college education in business, accounting or medical records management may be substituted for one year experience; OR
- B. Four years experience in clerical work involving billing and auditing of medical claims, hospital records, insurance benefits or any related field; OR
- C. An equivalent combination of training and experience as indicated in (A) or (B) above.

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