



G2N, Inc.
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↑ G2N CAREERS **CONSULTANT**

REPORTS TO: Senior Client Partner, Consulting

FLSA STATUS: Exempt

PURPOSE OF POSITION: To perform the chargemaster review services for G2N clients and coordinate the necessary functions of the CDM Maintenance product.

ESSENTIAL FUNCTIONS: The following functions have been determined by G2N to be essential to the successful performance of this position.

- ✓ Performs chargemaster reviews. This includes and isn't limited to:
 - Obtains data from client and converts to usable format.
 - Merges client data with G2N, Federal, State and local data as required.
 - Reviews each line of the chargemaster for consistency in description, CPT/HCPCS code and revenue code.
 - Verifies pricing above appropriate fee schedule.
 - Identifies missing charges.
 - Identifies inappropriate charge items.
 - Interacts with client to gather data, answer questions and discuss recommendations.
 - Identifies potential charging inconsistencies related to the integration of order management, charging, coding and billing.
 - Generates final spreadsheets with all recommendations for client.
- ✓ Assists clients with chargemaster maintenance and revenue cycle questions. This includes and isn't limited to:
 - Processes and answers all questions from clients regarding chargemaster and revenue cycle.
 - Provides supporting documentation for all recommendations, as appropriate.
 - Maintains question/answer log of all questions asked and answered.
- ✓ Identifies opportunities to "up-sell" projects. This includes and isn't limited to:
 - Communicates client process and revenue opportunities to G2N Leadership.

- Identifies client needs and offers G2N solutions to fulfill their needs.
- Contacts the client or potential client as directed by leadership.
- ✓ Reviews new legislation and Federal/State regulations impacting the G2N scope of business. This includes and isn't limited to:
 - Performs environmental scanning in relationship to changes in reimbursement, hospital, physician, and ASC regulations.
 - Disperses pertinent information to the appropriate G2N staff for dissemination to all employees affected.
 - Assists G2N Leadership in determining G2N position and official recommendation on new issues.
- ✓ Completes tasks within consulting projects led by Senior Client Partners. This may include and isn't limited to:
 - Performs data procurement, extraction and manipulation for Strategic Pricing projects using software that includes Monarch, MS Excel and MS Access software.
 - Performs billing audits using specific guidelines and Federal Standards, and enters into a spreadsheet.
 - Assists in creating Power Point presentations or hard copy handouts to address objective, and delivers presentations.
 - Audits reimbursement and coding by reviewing billing documents and coding of original record for the appropriateness of all charges and codes applied.
 - Assists Senior Client Partners in creation of reports for client presentations.
 - Communicates with and educates clients on compliance, regulatory, revenue or coding information, as well as documentation requirements.
 - Gathers and compiles data for Senior Client Partners as requested.
- ✓ Performs coding as needed according to responsibilities outlined in the Coding Specialist job description. This includes and isn't limited to:
 - Reviews medical records.
 - Applies appropriate ICD-9 and/or CPT code to the chart.
 - Interprets billing edits.

MINIMUM REQUIREMENTS: The following are the qualifications and minimum requirements necessary for a person to perform this job.

- ✓ Verbal, quantitative and interpersonal skills normally acquired through the completion of a bachelor's degree and related work experience of at least two years.
- ✓ In-depth knowledge of coding requirements (HCPCS, CPT, Modifiers and Revenue codes) for all departments in a facility's chargemaster.
- ✓ Current AHIMA certification if applicable.
- ✓ Minimum 5 years experience in Healthcare revenue cycle across the continuum of care with at least 2 years experience in chargemaster maintenance, including participation in the decision making process for items appropriate for inclusion.
- ✓ Knowledge of the function and interaction of the chargemaster in the entire revenue cycle.

- ✓ Possess analytical skills including the ability to integrate several related considerations when evaluating complex charging issues.
- ✓ Excellent written and verbal communications skills.
- ✓ Ability to multi-task and manage multiple projects simultaneously.
- ✓ Must be able to process large amounts of data into useful information with the use of multiple software packages and internet based tools.
- ✓ Ability to efficiently and effectively perform internet based research.
- ✓ Proven Mastery of MS Excel and working knowledge of MS Access.
- ✓ Willing and able to travel by car and plane 35% of the time.
- ✓ Ability to type accurately.
- ✓ Must be physically able to sit at computer for long periods of time.
- ✓ Able to lift and carry up to 25 lbs. approximately 500 feet.

EQUIPMENT USED: General office equipment including phone, fax, computer, laptop, printer, copier, scanner, multi-line phone system, cell phone, PDA, etc.

