



G2N, Inc.
13421 Manchester Rd. Suite 201
St. Louis, MO 63131
Phone: 314.835.9311
Fax: 314.835.9386



↑ G2N CAREERS **QUALITY AUDITOR**

REPORTS TO: Client Partner, Quality and Education - Hospital

FLSA STATUS: Non-Exempt

PURPOSE OF POSITION: To perform coding quality audits as directed by the Client Partner, Quality and Education - Hospital.

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

- ✓ Performs quality audits as directed by the Client Partner, Quality and Education - Hospital. This includes and isn't limited to:
 - Review of coding for all accounts selected for audit and assigned by the Client Partner, Quality and Education - Hospital
 - Alert Client Partner, Quality and Education - Hospital to trends and/or consistent issues identified in audit process
 - Performs account reviews as identified by client feedback
 - Maintains knowledge of current coding rules and trends for coding types assigned
 - Stays current on coding rules and trends by attending seminars/workshops, etc.
- ✓ Performs staff training as needed and directed by the Client Partner, Quality and Education - Hospital. This includes and isn't limited to:
 - Prepares training materials
 - Performs educational sessions
 - Interacts with staff as needed to answer questions presented
- ✓ Performs coding as needed to meet client expectations and maintain skills according to the duties as 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.

- ✓ Minimum of Associate's Degree in Health Information Technology
- ✓ Minimum of 5 years experience with all aspects of coding
- ✓ Maintenance of AHIMA credential(s) required (RHIT, RHIA, CCS, CCS-P)
- ✓ Excellent verbal and written communication skills
- ✓ Excellent organizational skills
- ✓ Proven capabilities with accuracy
- ✓ Proven attention to details/detail oriented
- ✓ Ability to work independently
- ✓ Proficiency with Microsoft Office suite and Internet
- ✓ Requires attendance in the office a minimum of 3 days per week if FT/2 days per week if PT
- ✓ Willing and able to travel to client sites
- ✓ Requires walking, lifting up to 25 pounds

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

