

UW HEALTH JOB DESCRIPTION

Clinical Research Billing Specialist

Job Code: 440017	FLSA Status: Exempt	Mgt. Approval: N. Lutz	Date: October 2019
Department : Compliance		HR Approval: J. Theisen	Date: October 2019

JOB SUMMARY

Under the direction of the UW Health VP Business Integrity and the supervision of the Program's Manager, the Clinical Research Billing Specialist will be responsible for performing: comprehensive research protocol-specific Medicare coverage analysis; routine audits research billing compliance audits; and documenting the rules, regulations, best practices, and internal policies to support their decisions, recommendations, and findings.

The incumbent shall work closely with staff from the (including but not limited to): Office of Clinical Trials; UWMF & UWHC Patient Accounting; ICTR Clinical Research Unit; Carbone Cancer Center; and UW research teams (investigators and their research coordinators) across the UW health sciences schools.

MAJOR RESPONSIBILITIES

- Use independent judgement and apply a comprehensive understanding of research regulations and policies in administering processes to ensure that clinical trials:
 - Comply with CMS, FDA, and other governmental regulatory requirements related to research billing
 - Utilize the UW Health "Medicare Billing Compliance Checklist" and/or other Program-designated tools
 - Include sufficient descriptive information to allow for proper coding and billing, as determined by UWHC/UWMF Patient Accounting
- Facilitate the application of UW Health's "Medicare Research Billing Rules" to all clinical trials based on the Medicare National Coverage Determination Policy
- Perform detailed reviews of protocols, budgets, informed consent documents, sponsor contracts, Notices of Grant Awards, FDA letters, and other relevant research documents to determine qualifying status and conduct a comprehensive Medicare Coverage Analysis review; making sure to document rationale for final decisions or recommendations.
- Provide research staff with UW Health codes, costs, and fees to ensure appropriate construction of study budget proposals
- Analyze Medicare benefit policies, refer to national/local treatment and medical practice guidelines, conduct relevant literature reviews, and consult with the investigator and other internal/external experts to support compliant Medicare coverage determinations
- Add study accounts to Health Link in a timely manner and assure all applicable/impacted parties are notified of new clinical studies entering the Program's domain (e.g., UW Health-IT; UWHC/UWMF Patient Billing Department, study staff)
- Perform routine research billing compliance audits of research accounts to ensure billing compliance, using the informed consent document, clinical trial agreement, and study budgets. Such review may also include working and confirming with study staff that their research accounts have not been inappropriately billed for items that should have been directed to insurance or waived.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Post-secondary education or certification in medical coding, business or health-related field. Three (3) years of experience in medical billing may be considered in lieu of post-secondary education or certification in addition to the experience below.
	Preferred	Bachelor's degree in business or health-related field
Work Experience	Minimum	One (1) year of coding or medical billing experience
	Preferred	<ul style="list-style-type: none"> • Experience in an academic health system • Experience with Epic applications
Licenses & Certifications	Minimum	
	Preferred	Certified Professional Coder (CPC) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Working knowledge of the Centers for Medicare and Medicaid (CMS) Clinical Trial Policy • Working knowledge of medical terminology, medical billing, and billing compliance • Ability to work collaboratively with others • Strong analytical, communication (written and oral) and complex problem-solving skills; proficient with spreadsheet/databases (e.g., Excel) and Word • Ability to communicate effectively with research staff, investigators, and billing/accounting staff • Demonstrate attention to detail and the ability to methodologically review accounts to assure proper billing • Ability to learn applicable policies and procedures of various UW entities as well as applicable state and federal regulations and guidelines

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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.