

UW HEALTH JOB DESCRIPTION

Revenue Cycle Government Audit Coordinator

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| Job Code: 440103 | FLSA Status: Non-Exempt | Mgt. Approval: D. Christiansen | Date: May 2023 |
| Department: Revenue Cycle | | HR Approval: B. Haak | Date: May 2023 |

JOB SUMMARY

The Revenue Cycle Government Audit Coordinator is a member of the Government Reimbursement team and is responsible for managing government billing audits in collaboration with Compliance. The role requires interpreting audit needs, determining next steps, and supporting UW Health's position, if appropriate, with written appeal and documentation. The incumbent conducts research of regulatory guidelines as published by CMS, NGS, WPS, and both Wisconsin and Illinois DHS. The RCG Audit Coordinator makes recommendations to leadership based upon research findings. This position serves on the UW External Audit Committee delivering leadership reports as appropriate. A wide variety of internal and external contact relationships are involved in performance of the duties of this position, and the incumbent interacts with employees at all levels of the organization.

MAJOR RESPONSIBILITIES

- Conducts research of federal, state, and voluntary regulatory standards that relate to government billing and reimbursement for Medicare and Medicaid; creates educational materials based upon research findings; Communicates findings to stakeholders.
- Assists with planning for implementation of new state and federal government requirements within the organization.
- Coordinates, manages, and supports various aspects of projects and audits involving Health and Human Services-Office of Inspector General, Department of Justice, Wisconsin –Department of Administration, Federal and State Recovery Audit Contractors, Medicare Administrative Contractors, Medicaid Integrity Program, and Supplemental Review Contractor.
- Monitors audited accounts to ensure financial resolution related to government mandated actions.
- Interprets audit findings and assertions working with appropriate stakeholders to author responses and/or draft appeals that require complex interpretation of regulation as it applies to the respective claim and medical record.
- Resolves complex government-issued rejections and denials, related to code frequency, Local Coverage Determination, and National Coverage edits.
- Aids Government Reimbursement Representatives with complex governmental denials. Works other governmental special billing denials (i.e., Hospice and Skilled Nursing Facility) as needed.
- Monitors, researches, records, and appeals Medicare ADRs (additional development requests) to ensure compliance with CMS billing and payment regulations.
- Attends and presents ad hoc to various organizational committees.
- Notifies appropriate responsible parties of audits and maintains documentation of audit requests, status, and outcomes in a centralized location.
- Tracks and trends types of audits received and report findings to Government Reimbursement Manager.
- Works collaboratively with other departments including Claims, Clinical denials, Coding and Compliance to assure complex governmental rejections and denials are researched and appealed according to governmental guidelines.

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

JOB REQUIREMENTS

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| Education | Minimum | Associate Degree in Business, Paralegal Studies, Coding, Communications, or another related field. Two (2) years of relevant experience in Compliance, Coding, Health Information Management, or Legal experience may be considered in lieu of an Associate degree in addition to the experience below. |
| | Preferred | Bachelor's Degree in Business, Legal Studies, Communications, Healthcare or other related field with demonstrated written and oral communication skills. |
| Work Experience | Minimum | Five (5) years' experience within the healthcare field performing any variety of organizational, administrative, or process improvement functions. |
| | Preferred | <ul style="list-style-type: none"> • Experience in compliance, coding and/or a legal setting • Experience or background in RAC • Experience working with Epic |
| Licenses & Certifications | Minimum | |
| | Preferred | |

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| Required Skills, Knowledge, and Abilities | <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Efficient and effective analytical skills. • Ability to research regulatory requirements. • Effective human relations abilities. • Experience with word processing, spreadsheet software, and data base management applications. • Effective problem-solving abilities. • Strong ability to effectively collaborative alliances and promote teamwork. | | |
| PHYSICAL REQUIREMENTS | | | |
| Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i> | | | |
| 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 |
| | 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# | 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# |
| | 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# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# |
| 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.