

UW HEALTH JOB DESCRIPTION

COMPLIANCE ANALYST

Job Code: 310019	FLSA Status: Exempt	Mgt. Approval: M. Waldo & G. Jensen	Date: December 2021
Department: Bus Integrity – Compliance Pro Services		HR Approval: S. Whitlock	Date: December 2021

JOB SUMMARY

Under the general supervision of the Compliance Audit Manager, the Compliance Analyst is responsible for reviewing the documentation and billing of UW Health to ensure compliance with governmental and third-party payer regulations. This position collaborates with physicians and internal staff in development of improved capabilities in the areas of documentation, coding and compliance while promoting Compliance initiatives with clinical faculty and administration.

MAJOR RESPONSIBILITIES

- Responsible for compliance audits of billing providers within UW Health including joint ventures and affiliates across multiple specialties. Obtain and review medical records and other documentation to audit and ensure compliance.
- Identify coding and billing risk areas, conduct focused reviews and implement corrective action as needed. Ensure accurate coding by utilizing official coding resources, Medicare and Medicaid manuals and policies and third-party payer resources
- Meet with the individual physicians, coders, and departments to present findings. Educate providers regarding compliance with the Center for Medicare and Medicaid guidelines as they pertain to an academic medical center, fraud and abuse guidelines as well as official coding rules.
- Review internal controls, policies and procedures to ensure compliance with appropriate University, State and Federal guidelines and policies, sound business and finance practices, and overall clinical goals and objectives.
- Interpret applicable laws and regulations concerning Compliance, Fraud and Abuse and educate appropriate personnel.
- Respond promptly to external and internal concerns; implementing corrective actions as appropriate. Communicate with Medicare/Medicaid Carriers and third-party payers regarding policies and procedures.
- Perform continuous evaluation of the audit program including, but not limited to recommending changes or improvement to achieve audit efficiencies and recommending and developing standards to be utilized in the audit process

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

JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent and graduate of a Medical Coding Program. Two (2) years of Coding experience may be considered in lieu of the medical coding program in addition to the experience below.
	Preferred	Bachelor's degree in a health care related field
Work Experience	Minimum	<ul style="list-style-type: none"> • Three (3) years of related coding or auditing experience in a health care setting • Experience with third-party reimbursement and billing systems
	Preferred	<ul style="list-style-type: none"> • Five (5) years multi-specialty physician/hospital coding experience in an academic medical center • Experience interacting with physicians/hospital staff regarding coding requirements
Licenses & Certifications	Minimum	Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Inpatient Coder (CIC), Certified Outpatient Coder (COC), or Certified Professional Medical Auditor (CPMA)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • In depth knowledge of coding process, coding software systems, and electronic medical records • Excellent written and oral communication skills • Experience with word processing, spreadsheets and database software • In depth knowledge of Official Coding and Clinical Documentation Guidelines • Strong working knowledge of medical terminology • Proven knowledge of CPT and ICD-10 coding • Strong understanding of locating and using Medicare rules and regulations • Ability to analyze, research and problem solve complex issues

PHYSICAL REQUIREMENTS

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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	Negligible
	Light: 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 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:		<p>Physical Activity: Mobility to retrieve information, present review findings and attend meetings/conferences; duties may require bending, reaching, pushing, and reaching both upward and outward</p> <p>Work/Environmental: Moderate noise level consistent with an office environment; involves travel within the medical center or clinics, statewide or nationally as required</p> <p>Personal/Physiological: Frequent interaction with and working around people, making judgements in emergency situations, directing the work of others, frequent changes in volume of work, intra-organizational and external communication and additional education/seminars to keep abreast of current trends</p>		

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.