

**USF Job Class Description**

JOB CODE: 4315
JOB TITLE: Billing Integrity Analyst
JOB FUNCTION: Health Care
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 04/01/07

Job Title: Billing Integrity Analyst**Job Summary**

A Billing Integrity Analyst, working within a USF compliance and quality improvement program, is responsible for monitoring compliance with billing rules/regulations by conducting reviews/audits of medical record notes to billing; educating professionals about documentation and coding essentials and best practices; and recommending appropriate corrective actions with regard to billing healthcare services.

Nature of Work

This position typically reports to a Program Director or other appropriate administrator within the program. This position currently exists at USF Health in the Professional Integrity Office where its primary functions have focused on monitoring physician billing compliance. Functions of the Professional Integrity Office have been expanded to address HIPAA Privacy and Security and all issues related to professional integrity. To be successful in this non-exempt position, employees must have knowledge of medical terminology, medical billing/coding rules, regulations, and medical documentation guidelines. This position requires excellent interpersonal skills. This position requires professional discretion due to the highly sensitive nature of the work performed. This position can be differentiated from a Billing Integrity Consultant because the focus is on monitoring compliance through reviews and audits.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all work that may be assigned to positions in this job class.

- Conducts billing integrity monitoring in accordance with USF Health/Professional Integrity Office policies and standards.
- Accesses medical records and billing documentation to evaluate coding and billing to ensure appropriate billing/coding practices are utilized.
- Creates reports of findings to include recommendations for process improvements.

- Presents findings and feed back in a positive, helpful manner to appropriate parties and provides pertinent education and or guidance to improve billing/coding procedures.
- Distributes and maintains auditing report records and logs. May qualify assessments of documentation and coding reviews completed by others.
- Educates faculty, medical residents and/or support staff to ensure understanding of best practices in medical documentation, coding and billing through presentations, correspondence, reports, training materials, personal meetings or education sessions on and off site.
- Documents education provided to applicable parties and maintains record of training session the Professional Integrity Office's education database.
- Researches via publications and web sites governmental regulations, Medicare, Medicaid and other payer rules and guidelines in order to: maintains current knowledge of appropriate billing procedures; assist faculty, residents and staff with billing questions and issues; and develop training materials.
- Maintains current knowledge of USF Health policies and guidelines related to documentation, coding, billing and, as assigned, other Professional Integrity topics. Assist faculty, medical residents and support staff with billing/coding questions and issues.
- Develops or assists in developing training materials. Participates in a positive, helpful, receptive manner at Professional Integrity Office staff meetings and at other USF Health meetings as assigned.

Minimum Qualification Requirements

This position requires a high school diploma along with certification in healthcare services coding, such as Certified Coding Specialist- Physicians (CCS-P), or Certified Procedural Coder (CPC), and three years of experience in physician coding. Knowledge of Medicare and Medicaid billing rules. Experience with Microsoft Office Suite software.