

Physician Services Consultant

This position is responsible for providing clients with the highest quality technical expertise in a cost effective way. This position has responsibility to ensure the client's needs are met and exceeded by providing exceptional client service.

QUALIFICATIONS:

Education, Certification & Training

- Associates or bachelor's degree in related area, or higher preferred
- AAPC CPC required, CPMA preferred
- Additional specialty-specific AAPC coding credentials preferred
- Must have been ICD-10 trained

Experience

- 8-10 years of directly related professional experience preferred
- 3-5+ years of professional fee auditing and/or coding experience

Preferred Skills

- Work related to auditing for a client base of attorney, investment firms and accounting firms
- Work related to operational process improvement within a physician setting
- Work related to MACRA, quality measures, EHR incentives and other regulatory requirements within a physician setting
- Auditing work related to fee schedule analyses, financial A/R assessments

Skills

- Demonstrate extensive knowledge and understanding of relevant physician based services and operations, including expertise in the areas of physician documentation, coding, charging, billing, and reimbursement processes
- Solid expertise in evaluation and management, outpatient and inpatient professional services
- Strong analytical capabilities with the ability to analyze large sets of data and provide expert feedback to clients based on the data analysis
- Provide clients with the highest quality work and develop a reputation as the go-to expert in the industry. Provide complete, accurate, consistent and timely reports within budget and project deadlines
- Work to not only meet the client's needs but a relentless focus on exceeding with value-added services based on improvement opportunities
- Ability to prioritize workload, work in a fast-paced environment and make sound decisions
- Proven accountability for multiple projects while still meeting project budgets and revenue goals
- Ability to communicate effectively with senior executives, business partners, investors, attorneys, accountants, clinicians and revenue cycle clients
- Excellent written and verbal communication skills, as well as presentation skills

- Proven track record of exemplary client satisfaction
- Ability to process industry trends and updates to develop value-added client services

ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties & Responsibilities

- Perform professional service coding and documentation audits to ensure that all codes assigned are accurate and supported by clinical documentation within the medical record, following official coding advice and payer-specific policies.
- Identify and capture all coding, documentation, system and process opportunities throughout the engagement and be able to represent these findings in a confident and concise manner both face to face and over conference call.
- Populate audit tools while performing the audit.
- Utilize system(s), resources and reference tools to efficiently work, research and document.
- Write a detailed report of any audit results and respective recommended action plans for the client.
- Analyze high-level trends to make recommendations for ongoing coding and documentation compliance.
- Research inquiries from clients and develop clear and concise advice and feedback with supporting documentation and respond quickly.
- Provide PowerPoint presentations to clients, prospective clients, and associations.
- Serve as a departmental expert for RGI associates.
- Other duties may be assigned as necessary.

Performance Standards

- Maintain regular and consistent attendance at work.
- Maintain a minimum billability rate of 75%.
- Maintain membership in AAPC and adhere to AAPC Code of Ethics following ethical principles of professional conduct
- Adhere to all RGI Policies and Procedures and departmental policies
- Achieve the goals as defined in the *Goals Module* in HRweb. These goals will be determined on a yearly basis, as part of the performance appraisal process.
- Travel onsite to clients as necessary. Includes day travel and overnight stays. Approximate 15%-25%.

Communication

- Interact with clients (to include hospitals, clinicians and attorneys) regarding documentation, policies, procedures and regulations, when applicable.
- Create an ongoing communication plan with the client and foster a relationship based on trust and expertise.
- Write educational articles for newsletters and publications.
- Represent The Rybar Group and Data Integrity and Compliance Department at speaking engagements, seminars, conferences, etc. as needed.

Personal Development

- Maintain active membership in appropriate association(s) to promote professional interaction with peers to include activity on relevant committee(s).
- Regularly research, develop skills and increase knowledge relating to the departmental service areas.
- Willingness to embrace challenges and perform special audit assignments and research as required and assigned.

Collaboration & Team

- Facilitate problem solving and collaboration within the organization and your team through regular status update meetings and reports
- Provide input to management for value-added services to our clients based on industry trends.
- Foster unity through sharing knowledge, mentoring each other, and holding teammates accountable for team performance