

Physician Services Lead Consultant

This position is responsible for the overall success of the Physician Services Consulting service line. This position will provide operational leadership to develop and drive business for all physician-based client needs. The Physician Services Lead Consultant is responsible for assisting the Manager with department leadership, project management, strategic planning and fostering a client-focused environment that's supportive of the department's business plan initiatives.

QUALIFICATIONS:

Education, Certification & Training

- Associates degree or bachelor's degree in related area, or higher preferred
- AAPC or AHIMA coding credential (CPC, RHIT, RHIA) required

Experience

- 8-10 years of directly related professional experience preferred
- 3-5+ years of professional fee coding management experience preferred
- Prior proven success in a consulting role preferred
- Proven leadership in project management and consulting preferred

Skills

Strong leader with good decision making skills

Demonstrate extensive knowledge and understanding of relevant outpatient, inpatient and/or professional operations, including knowledge of the coding, charging, billing and reimbursement processes

Solid expertise in evaluation and management, outpatient and inpatient professional services

Ability to manage multiple projects, prioritize workload and work in a fast-paced environment

Excellent project management and organizational skills with a focus on providing complete, accurate, consistent and timely reports within budget and project deadlines

Ability to clearly communicate and create positive working relationships with senior executives, business partners, clinicians and revenue cycle staff

Excellent written and verbal communication skills, as well as presentation skills

Proven track record of exemplary client satisfaction skills

Ability to process industry trends and updates to develop value-added client services

ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties & Responsibilities

- Maintain departmental profitability consistent with budget and bonus program (if applicable).
- Manage projects, consultants and administrative staff for physician services
- Assist the department's Manager with interviewing, hiring, and providing leadership to the Data Integrity and Compliance team

- Assist in business development and marketing efforts for departmental services to current and prospective clients utilizing internal and external resources. This includes identification of service need, development of plan, and identification of additional engagement opportunities through review work.
- Manage and maintain efficient auditing processes through policy and procedure development and auditing and reporting standardization within the department
- Develop and maintain benchmark information based on findings from reviews.
- Provide assistance with evaluation of auditing software and new technology
- Review professional service coding and documentation audits, reports and client-related feedback
- Perform documentation and coding audits, if 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

- Serve as the client contact for professional service auditing projects and assist the consultant(s) with client result calls and interactions
- Interact with clients (to include hospitals, clinicians and attorneys) regarding documentation policies, procedures and regulations, when applicable.
- Coordinate marketing initiatives for the professional service initiatives and 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).

Collaboration & Team

- Coach, mentor and develop team members
- Facilitate problem solving and collaboration within the organization and your team
- Provide input to management for value-added services to our clients based on industry trends.
- Oversee adherence to project budget and scope realization and hold staff accountable to expectations

All duties and responsibilities shall be carried out in such a manner that all compliance issues are followed in accordance with The Rybar Group, Inc. Compliance Plan.

Associate: _____ Date: _____

Manager: _____ Date: _____