



Job Description

Healthcare Consultant

SUMMARY:

This position is responsible for developing, maintaining, communicating and presenting the quality data behind our Revenue Cycle product portfolio.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Develop and maintain the data for our physician and hospital coding databases based on Medicare Physician and Hospital outpatient regulatory and coding changes.
- Analyze CPT/HCPCS changes, Modifier and Revenue Code assignments and periodically review Compliance Issues and Best Practice.
- Perform quality control function reviewing the hospital and physician coding databases for accuracy and completeness.
- Maintain current issues/edits, as well as, identify and implement new issues/edit for Bill Analyzer data to generate further ROI opportunities for our clients.
- Aid both Data and Development Teams by providing full and accurate answers/information to questions regarding Revenue Cycle product portfolio.
- Maintain a thorough and current understanding of the Revenue Cycle product portfolio functionalities.
- Recommend improvement on internal processes, tools and software functionality.
- Assist with Beta programmes providing onsite support to clients.
- Provide support to clients through the CSR team by responding to queries with accurate and complete information to the Client's and Manager's satisfaction.
- Provide support to the Professional Services team by advising them and the client on Revenue Cycle product portfolio data to help ensure success of onsite implementations and consulting engagements.
- Monitor and research and create written summaries of regulatory changes for distribution to our clients in the form of Insights Articles.
- Act as facilitator and presenter for Revenue Cycle product portfolio data at Client User Group meetings.

SUPERVISORY RESPONSIBILITIES:

No direct supervisory responsibilities.



SKILLS:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

EDUCATION:

Bachelor's Degree or equivalent combination of education and experience related to healthcare consulting.

EXPERIENCE:

You must be able to demonstrate in-depth knowledge of the following:

- outpatient code sets including CPT, HCPCS and Medicare hospital and physician outpatient coding and reimbursement regulations.
- RACs and the impact they have on healthcare providers
- charge capture methodologies and challenges faced by providers in accurately capturing all appropriate charges

Knowledge of inpatient coding and reimbursement methodologies, as well as, non-Medicare payers coding and reimbursement would be beneficial.

In addition to this you must be able to demonstrate that you can communicate complex information to the internal and external Customers in a supportive manner using clear and effective oral and written communication skills.



You must be proficient in the suite of Microsoft Office products including Microsoft Outlook. In addition a working knowledge of database applications (Access/SQL) would be advantageous.

The flexibility and willingness to meet varied hours and some travel is essential to success in the role.