



Example of Nurse Auditor Job Description

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Our growing company is hiring for a nurse auditor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for nurse auditor

- Develops rationale for the audit decision based on the Provider's submitted information, citing appropriate guidelines and/or applicable regulations, and enters clearly documented information in CAS / ProperPay
- Audits all Emergency Department (ED) medical records, ensures all charts are coded utilizing the ED log
- Audits ED Records utilizing provided resources
- Reviews quality of documentation at a clinical level and records errors on the CCT (productivity measured by monthly quality review)
- Provides education to ED staff regarding proper documentation on all FirstNet forms
- Completes all routes of administration forms in ED upon the implementation of CPOE
- Complete reports as assigned to ensure reconciliation processes are completed for the ED
- Monitors ANSB, keeping number of accounts at an acceptable goal set by department leadership
- Projects as assigned by Net Revenue Supervisor
- Works with HIM, PFS & FEP to resolve billing, denial, and coding issues related to clinical processes

Qualifications for nurse auditor

contractual adjustments

- Knowledge of Medicare, managed care and commercial insurances
- Working knowledge of workflow management and electronic case file systems
- Ability to multi-task and prioritize work for self and direct reports as needed
- Ability to display excellent interpersonal skills with a customer service focus
- Active Nursing Diploma, Degree or Equivalent