

# Example of Nurse Auditor Job Description

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Our company is searching for experienced candidates for the position of nurse auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for nurse auditor

- Facilitates smooth and efficient operation of department by being available and prepared to work during scheduled working hours, attending meetings as requested by management
- Works additional hours as necessary and as requested by department management to meet AR goal and to facilitate proper ED documentation
- RN with clinical experience considered
- Demonstrated ability to read medical charts, and understand services being performed
- Demonstrates Share Behaviors/Waterman Way
- Coordinates with external audit companies and third party payers on all external audits
- Meet with auditors, familiarize them with Swedish records, policies, , answer questions and be available as they conduct audits
- Review audit findings, obtain further documentation from hospital departments, and check accuracy of findings
- Assist Patient Financial Services staff in regards to edits in Epic and Emdeon or other third party claims editing systems
- Finalize and sign-off with auditors on agreed upon final audit reports

## Qualifications for nurse auditor

- 1-3 years of medical management experience performing utilization
- 3-5 years of medical management experience within a managed care

- Advanced experience with national evidence based screening guidelines (MCG, formerly Milliman Care Guidelines)
- Advanced clinical documentation review or audit experience which may include case management, utilization review or clinical documentation improvement
- Post-pay reimbursement audit experience