

Compliance Department - Job Description

POSITION: RAC Coordinator

REPORTS TO: Options: CFO, CEO, HIM Director

POSITION SUMMARY

Has primary responsibility for directing the development, implementation, and maintenance of system-wide RAC process and audit response mechanism.

QUALIFICATIONS

- Healthcare related graduate degree preferred (equivalent education and/or experience may be considered)
- Minimum of five years' health care/practice management experience
- Extensive healthcare software and word processing experience
- Knowledge of diagnostic and procedural coding principles and guidelines
- Extensive knowledge of reimbursement systems; federal, state, and payer-specific regulations and policies pertaining to mental health documentation, coding, and billing
- Strong leadership, interpersonal, and problem solving skills
- Excellent written and oral communication skills and high level of organizational ability
- Demonstrates personal traits of a high level of integrity, team orientation, professionalism, and trustworthiness. Places a high value on ethical standards and treating others with dignity and respect
- Ability to work with Senior Management level

RESPONSIBILITIES

- Receive all audit requests from governmental agencies
- Evaluate these requests and log
- If clarification needed, contact requesting agency
- Distribute request to various departments for action
- Follow up with departments based on requirements
- Conduct RAC Committee meetings on regular basis developing agenda and committee roles
- Ensure that all requirements of audits are met
- Report audit findings and financial risk to appropriate departments and management
- Maintain all logs and documentation related to governmental audits
- Educate organization on Audit activity
- Assist in development of corrective action plans that are measurable with RAC Committee

PROFESSIONALISM

In addition to daily job responsibilities, employee should adhere to our standards of professionalism. Employee should:

1. Be punctual and dependable.
2. Be neat and professional in appearance.
3. Have an enthusiastic approach to completing assignments and duties.
4. Be a positive role model for staff and patients.
5. Demonstrate good verbal and written communication skills.
6. Utilize appropriate methods to cope with stressful situations.
7. Accept constructive criticism and integrate suggestions in effective ways.
8. Work with other staff members to inspire teamwork and promote cooperation.
9. Be able to effectively handle multiple tasks at one time.
10. Understand and maintain patient confidentiality.