



Coding Auditor / Education Specialist

Responsibilities:

- Conduct coding audits for physician practices
- Educate providers and coding staff on coding rules and documentation improvement tips
- Prepare PowerPoint presentations for training based on client needs
- Review audits of sub-contractors
- Coordinate scheduling of projects to ensure deadlines are met

Skills:

- Excellent interpersonal skills
- Outstanding written and verbal communication skills
- Strong computer skills
- Comfortable navigating several EMRs
- Strong knowledge of Microsoft office (Word, Excel, PowerPoint & Outlook)

Education & Experience:

- CPC and CPMA required
- 5 years coding experience
- 2 years auditing experience
- Experienced in provider education
- Bachelors degree preferred, but not required

Job Type: Full-time

Pay: From \$25.00 per hour, plus potential for bonus pay

Benefits:

- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations: We work both remotely and in office. Office adheres to all COVID guidelines.

Forward Your Resume To: Catherine M. Zito at czito@lighthouseha.com