



POSITION NUMBER: 4461

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Compliance Audit Coordinator  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** Bachelor's degree in business or a related field from an accredited institution as approved and accepted by the University of South Alabama and one year of related experience. Experience in a healthcare business office is highly preferred.

**ESSENTIAL FUNCTIONS:** Assists in the audit, review and analysis of Compliance and Reimbursement programs and projects; researches complaints and discrepancies; audits billing/coding practices and notifies supervisor of issues; assists in the design and implementation of reporting systems; develops and implements procedures to track and report large volumes of complex data; ensures projects are on schedule and corrects issues causing deviations from schedule; determines resources need to accomplish projects; interacts with administrators, physicians, staff, and outside agencies by phone, letter, or in person to request records and additional information as required; utilizes a variety of software to include MS Excel, MS Word, PowerPoint, GroupWise, Signature and Invision; travels to various clinical sites to review medical records; stays abreast of current coding regulations, guidelines, and trends by attending training sessions and workshops; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** Compliance and Reimbursement  
USA Medical Center

**OPEN AS OF:** May 12, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER