



POSITION NUMBER: 7268

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

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**TITLE:** Charge Audit Specialist I  
Regular/Full-time

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

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and three years clerical experience in a medical records or medical business office, coding experience preferred. Certified Professional Coder preferred.

**ESSENTIAL FUNCTIONS:** Performs coding and charge functions for the department; assists providers with coding of charges and diagnosis for billing by phone/letter/e-mail/in person; reviews all hospital charges turned in by physicians; performs periodic audits of medical records on charges submitted from the physician to determine if documentation is appropriate; develops billing forms submitted from the physician to determine if documentation is appropriate; develops billing forms and examination forms for physician use; prepares and recommends written policies and procedures for third party billing and physician billing protocols in collaboration with supervisor; reviews medical records to identify charges physicians should submit to help reduce lost charges; contacts physicians if allowable charges are not turned in or discrepancies are found in documentation or coding; reviews ICD-9 (diagnosis codes) and verifies or records CPT codes to determine if charges are supported by appropriate documentation in the patient's medical records; works with USA Hospital Medical Records Department relating to physician documentation, transcription and operative logs; ensures that charges are not duplicated; utilizes hospital records to verify patient demographic information, as appropriate; inputs charges into SMS system using a PC; reviews outpatient charts for appropriate ICD-9 and CPT coding of billing sheet, as required; interacts with attending physicians to ensure proper documentation of hospital charges; investigates patient complaints related to charges from the department; ability to work schedule as defined and overtime as required; regular and prompt attendance.

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:** August 29, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER