



	<b>DATE</b> August 14, 2002-
<b>JOB TITLE</b> Director, Billing Compliance and Coordination	<b>JOB CODE</b> 0108
<b>FLSA STATUS</b> Exempt/ Administrative	<b>UNIT/DEPARTMENT</b> HSC/ Compliance
<b>REPORTS TO:</b> Assistant Vice President, Chief Compliance Officer	<b>SUPERVISES:</b> None

**POSITION SUMMARY:**

Coordinates and oversees the university wide billing compliance program. Facilitates the development and implementation of uniform billing standards, policies, procedures, and compliance education for all university entities involved in billing for healthcare services. Serves as a technical expert for the university on matters of billing compliance, regulatory interpretations, and implementation.

**POSITION KEY ACCOUNTABILITIES:**

1. Coordinates and oversees development and implementation of university wide healthcare billing compliance program including development of and continued adherence to uniform standard, policies, and procedures within University administrative units involved in healthcare billing activities.
2. Serves as a designated billing compliance subject matter expert for the University in coordination with the Chief Legal Officer, and is responsible for resolving conflicts in regulatory, policy and/or procedure interpretation among covered operating units.
3. Monitors legislation and regulatory changes affecting medical billing requirements and communicates changes to affected entities within the University.
4. Oversees the development of university wide standards for education and training of all University providers, clinical staff, and billing personnel on billing compliance.
5. Conducts or directs investigations of all allegation of billing non-compliance reported to the Office of Institutional Compliance through confidential reporting mechanisms. Develops initial recommendations for corrective action plan to address proven non-compliance with University billing policies and procedures.
6. Prepares regular reports on status of university wide billing compliance activities for Institutional Compliance Committee, and staff high risks standing committee related to billing compliance at direction and Institutional Compliance committee.
7. Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and compliance with applicable laws, regulations, policies and procedures.
8. Other duties as assigned.

**CERTIFICATIONS/SKILLS:**

Microsoft Office  
Certified Professional Coder (CPC)- certified by American Academy of Professional Coders.

**MINIMUM EDUCATION:**

Bachelor's degree, preferably in Nursing, Health Information Management, or a related field, and demonstrated experience in physician and other healthcare provider documentation and coding compliance requirements, and related billing activities, in a complex academic medical environment.

**MINIMUM EXPERIENCE:**

Seven years experience in the following areas: physician coding, medical billing, audit/review and supervision/management. Experience in academic medical setting preferred.

**SECURITY SENSITIVE:** This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*