**Job Title:** Medical Record Billing Compliance Auditor & Physician Educator

**Employer:** Healthforce, Inc., a healthcare administrative services consulting firm, since 2015.

**Location:** Primarily On-Site at Lemuel Shattuck Hospital, Jamaica Plain, Massachusetts (Massachusetts Department of Public Health Facility) with some remote work flexibility.

**About Lemuel Shattuck Hospital:** Lemuel Shattuck Hospital is a Massachusetts Department of Public Health facility dedicated to providing high-quality healthcare services. We are seeking a highly skilled and experienced professional to join our team and contribute to our commitment to compliance and physician education.

**Job Description:** We are seeking a Nationally Certified Medical Coder with a minimum of three years of experience as a Medical Record Billing Compliance Auditor and Medical Record Billing Compliance Physician Educator. The successful applicant will play a crucial role in ensuring the accuracy and compliance of our professional and facility billing claims. This position will primarily involve on-site work at Lemuel Shattuck Hospital in Jamaica Plain, MA, with some remote work flexibility.

**Key Responsibilities:**

* Perform comprehensive audits of professional and facility billing claims to ensure accuracy, compliance with coding guidelines, and regulatory requirements.
* Identify potential areas of non-compliance and recommend corrective actions.
* Develop and deliver educational sessions to physicians and hospital staff on medical record documentation, coding, and compliance best practices.
* Serve as a resource for physicians and staff regarding coding and billing inquiries.
* Stay current with changes in coding regulations, healthcare compliance, and industry best practices.
* Prepare detailed audit reports and present findings to relevant stakeholders.

**Qualifications:**

* Nationally Certified Medical Coder (e.g., CPC, CCS, CCS-P).
* Minimum of three (3) years of experience as a Medical Record Billing Compliance Auditor.
* Proven experience as a Medical Billing Compliance Physician Educator.
* Strong understanding of professional billing, auditing, and education principles.
* In-depth knowledge of medical coding guidelines (e.g., ICD-10-CM, CPT, HCPCS).
* Familiarity with state and federal healthcare regulations and compliance standards.
* Excellent analytical, problem-solving, and communication skills.
* Ability to work independently and collaboratively within a healthcare team.
* Proficiency in electronic health record (EHR) systems and billing software.

**Salary and Benefits:** Healthforce, Inc. offers an attractive salary and comprehensive benefits package, commensurate with experience and qualifications.

**To Apply:** Interested candidates are invited to submit their resume and cover letter to [bmeredith@healthforcecorp.com](mailto:bmeredith@healthforcecorp.com) detailing their relevant experience and qualifications.