

THE FAIRMONT GROUP

Medical Consulting & Management

CURRENT OPENINGS

CHARGE DESCRIPTION MASTER (CDM) COORDINATOR

TFG is currently looking for an experienced CDM Coordinator for a large academic hospital located in New Hampshire area. The individual will be responsible for analysis, maintenance, and audit functions of charge master and associated compliance and revenue enhancement projects. Further responsibilities include providing support to the department in setting up new service lines and adding codes. A minimum of 6 months will be required for the engagement.

Requirements:

- Possess a detailed understanding of the CDM
- Have an extensive experience in hospital operations including familiarity with Patient Financial Services and Healthcare Information Management
- Demonstrate a general understanding of the revenue cycle and in particular, charge capture
- Possess knowledge of CMS regulations, billing compliance and the various data elements associated with the UB-04 and HCFA-1500 claim forms
- Exhibit proficiency with third party billing and documentation standards
- Demonstrate experience in auditing, training, and communicating concepts and regulations
- Possess excellent customer service skills and ability to meet timelines
- Bachelor degree in HIM, Business, Nursing or related field is highly suggested
- Coding credentials highly suggested

REVENUE CYCLE MANAGEMENT PROJECT MANAGER

TFG is currently looking for an experienced Revenue Cycle Management Project Manager for a Chicago based client. The individual will oversee the revenue cycle activities with the goal of maximizing reimbursement by establishing charge mechanisms that are compliant, efficient and result in timely, accurate billing. The individual will provide leadership and will be responsible for operational excellence of Admit and Revenue Cycle department activities to ensure the delivery of quality services and/or outcomes required to meet the expectations of those utilizing or impacted by the department.

Requirements:

- Possess extensive knowledge in healthcare revenue cycle management with a minimum of 5 years experience in a large acute care hospital setting
- Have analysis experience in healthcare accounts receivable.
- Exhibit a working knowledge of Medicare/Medicaid compliance regulations
- Demonstrate experience in auditing, training, and communicating concepts and regulations
- Exhibit proficiency with third party billing and documentation standards
- Possess excellent customer service skills and ability to meet timelines
- Bachelor degree in HIM, Business, Nursing or related field is highly suggested

Some travel required for onsite (generally 2-3 days/weekly) with other duties performed utilizing secure offsite computer link.

INPATIENT PSYCHIATRIC REHAB CONSULTANT

TFG is currently looking for an experienced Inpatient Psychiatric Rehab Consultant for the Mid-South area. The individual will be responsible for providing coordination for the timely and accurate completion and submittal of the Patient Assessment Instrument (PAI) for each rehabilitation inpatient to assure accuracy in the scoring of functional status and reflection of the patient's care needs. Additionally, the individual will coordinate the ongoing monitoring of

identified benchmarks for the inpatient population and periodically audit PAI, clinical documentation, and billing information to assure accuracy and consistency of documentation.

Requirements:

- Possess extensive knowledge of Inpatient Psychiatric Rehab services with a minimum of 3 years experience
- Have working knowledge of the nursing documentation process to support IRF-PAI codes and medical necessity
- Exhibit ability to coordinate the development, implementation, evaluation and documentation of educational programs to meet staff needs related to new patient populations, procedures, regulatory mandates, quality deficits or improvements or management requests
- Demonstrate competency in Perspective Payment System compilation using the IRF-PAI collection tool and computerized submission to CMS
- Exhibit competency in completing rehab unit pre-admission evaluations in consultation with all disciplines and physicians
- Credentialed in FIM^(tm) preferred
- Extensive experience and/or training in PAI software required
- Possess excellent customer service skills and ability to meet timelines
- Bachelor degree in HIM, Business, Nursing or related field is highly suggested

Some travel required for onsite consulting