



Provider Educator – Emeryville Headquarters

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric, After Hours Care and Maternal Fetal Medicine clinics located throughout the San Francisco Bay Area.

POSITION SUMMARY:

Provider Educator is responsible for conducting coding and billing training for Physicians. Creates presentation, develops training material and chart audits.

JOB PERFORMANCE STANDARDS:

Responsibilities:

1. Lead training sessions on current billing and coding information.
2. Create presentations.
3. Perform quality assurance reviews to assess comprehension of training efforts.
4. Review and respond to team and Physician coding questions.
5. Perform chart audits.
6. Research coding issues that arise.

Essential Functions:

A. Productivity/Efficiency:

- Works collaboratively with Revenue Cycle colleagues to ensure provision of work products that meets quality and quantity expectations.

B. Critical and Analytical Thinking:

- Possess the ability to analyze situations and strategize solutions.

C. Technical Skills:

- Basic computer skills, including Windows, Word and Excel

D. Communication (Oral and Written):

- Ability to communicate effectively and follow written and verbal instructions

E. Professional Accountability:

- Engages in teamwork and collegial collaboration among all team members.
- Maintains positive working relationships with UBCP colleagues, and others.
- Ensures work product meets defined quality, quantity and timeliness expectations.

F. Quality and Service:

- Maintains standards of service, productivity, safety, and security.
- High level of integrity with ability to handle confidential information
- High work ethic, remarkable attendance and punctuality

G. Other Job Functions:

- Performs other duties as assigned.

POSITION REQUIREMENTS:

Required Qualifications

- Medical Coding Certification (CPC)
- Must code all records with 95% accuracy
- Excellent attention to detail

Ability:

- Able to demonstrate excellent time management skills
- Ability to Interact with patients, clients, staff with a “customer service” attitude

Education:

- High School/GED

Knowledge:

- Knowledge of insurance guidelines especially Medicare, State Medicaid and Commercial
- Knowledge of medical terminology, anatomy and physiology, compliance and reimbursement guidelines

ADDITIONAL INFORMATION

A. Physical Requirements

- Must be able to lift 20 pounds.
- Must be able to walk, stand, or sit for long periods of time.

B. Working Relationships/Contacts:

- Initiates and maintains communication with Manager and colleagues on critical issues.
- Initiates and maintains effective working relationships with UBCP colleagues and other people with whom the incumbent must interact to perform their responsibilities.
- Respects and is sensitive to cultural diversity, patient care, patient rights and ethical treatment, safety and security of physical environments, teamwork, and demonstrates respect for others.

C. Pay Range:

- \$30 - \$35 / hour

The essential functions listed are typical examples of work performed in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. This position may also perform other duties as assigned.

Equal Opportunity and Affirmative Action in Employment

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