

POSITION DESCRIPTION

Position title: Senior Auditor
Location: TBA
Reports to: Audit Operations Manager
Entities: PHI Benefits Management
Organisational level: Technical Specialist
Reports: Nill

Job Purpose:

To ensure that GMHBA pays no more for services provided to its members than it is contractually obliged to pay, and to assist the Fund to ensure that health provider contracting achieves efficient and effective outcomes.

The initial focus of the role is hospital claims and over time will incorporate a broader focus across medical and ancillary claims as required of the business.

Accountabilities:

Planning and Implementation

- Assist the Audit Manager in establishing policies, procedures, guidelines and audit schedule to assist in reducing claims leakage and ensure a standard approach to clinical claims coding and audit is followed.
- Assist in establish a database to enable interrogation of claims data to check validity and identify provider outlier claims.
- Following the identification of claim issues, provide education and support to relevant claims teams.
- Provide subject matter expertise related to the audit function and case-mix benefit analysis to senior management and other areas of the business as required.
- Actively participate in and contribute to the strategies and initiatives of the business and the GMHBA Benefits Management Department.
- Ensure compliance with Company Policies and Standards.
- Contribute to delivery of all aspects of the GMHBA's overall strategic plan and objectives through planning own work and timely attendance to all delegated tasks and functions
- Consider problems or issues that may arise and use lateral thinking to resolve or recommend solutions
- Bring to the attention of your team leader/manager risks and issues that may need to be escalated from time to time
- Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings
- Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes



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Audit Functions

- Ensure all audit functions are compliant with PHI Rules and Regulations, Australian Coding Standards, policy requirements, Fund Rules and GMHBA audit custom and practice.
- Undertake the audit function according to an agreed audit schedule which includes priority focus areas, reviewed on a rolling twelve-month basis with the Audit Manager.
- Review and report on aggregated audit outcomes and trends to the Audit Manager and Benefits Manager and make recommendations from the analysis of claims for future contracting.
- Participate in on-site hospital audits, reviewing clinical notes to confirm hospital billing as correct
- Undertake other duties as assigned by the Audit Manager.

Regulatory & Reporting

- Ensure compliance with the Company's Delegated Authorities, Business Plan, Policies and Standards
- Support company audit processes and make recommendations as required
- Keep up to date with regulatory trends and changes and actively participate in training and update type activities
- Prepare information and reports for management as required.

Stakeholders & Advice

- Provide advice, share knowledge and identified solutions/wins with others to facilitate strong team performance
- Maintain positive and constructive relationships with internal and external stakeholders.

Other

- Uphold the company values, culture and performance standards
- Participate in the roll-out of business change programs designed to strengthen GMHBA's performance
- Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment.
- It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
- The accountabilities described within may be altered in accordance with the changing requirements of the role.
- Perform 1st Line of Defence duties by identifying operational risks, assist in investigating their root causes and provide support to mitigate risk through understanding control effectiveness and recommending risk improvement



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Key Relationships:

Internal:

- GMHBA Audit Manager
- GMHBA Benefits Manager
- GMHBA Audit Team
- GMHBA Provider Relations Manager
- GMHBA Contracts Manager

External:

- Health Providers & Health Provider representative groups
- AHSA
- PHA
- State and Commonwealth Departments of Health

Skills, Experience and Qualifications:

Mandatory

- Successful completion of relevant qualification and experience working in capacity of Health Information Manager/Clinical Coder or proven professional experience in Australian Health Industry working in hospital billing.

Highly desirable

- Able to read and understand claims data and medical records with the ability to determine where inconsistencies and/or outliers have occurred.
- Demonstrated experience and competency in clinical classification/coding using appropriate clinical classification systems (ICD-10-AM 9TH Edition and the Australian Classification of Health Interventions) or demonstrated experience and competency in Hospital/Medical inpatient billing and private patient claims submission.
- Pro-Active analytical/Problem solving skills.
- 5 years relevant professional experience in the Australian Health Industry.
- Previous experience in health data management.
- Confident oral and written communication skills.
- Ability to communicate ideas in both technical and user-friendly language.
- Effective time management, planning and organisational skills.
- Proven practical experience with reporting tools and relational data concepts including relevant computer technical skills applicable to coding and casemix, or Patient Administration Systems.
- Commitment to high quality outcomes.
- Demonstrated knowledge of private health sector funding model.
- Demonstrated knowledge of casemix protocols and application of this knowledge in the audit function.
- Knowledge of, Reports Manager, Visual Studios and BI tools.



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Review date: INSERT
Approved by P&C Manager



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