**Job Description: RAC Coordinator, Health Information Management**

**Region/Facility:**

**Department:** Health Information Management

**Primary Duties:** The RAC Coordinator works under the direct supervision of the HIM Coding Operations Coordinator and will serve as the central point person for all government claim recovery activities. This position is responsible and accountable for timely and accurate release of recovery audit contractor requested patient medical information, proper documentation, tracking and follow-up of requests for information, and timely coordination of appeals and associated deadlines. Other duties include completing ROI invoices and monitoring payments, performing clinical chart audits, analyzing RAC denials, and presenting results monthly to the RAC Steering Committee.

**Date of Listing:**

**Position Type:** Technical/Managerial

**Schedule:** Monday through Friday, 8 a.m. to 4:30 p.m.; some after-hours time may be needed

**Minimum Qualifications:** Candidates must be a Certified Coding Specialist (CCS) and have a Registered Health Information Technician (RHIT) or a Health Information Administration (RHIA) credential. An Associate's degree is required; Bachelor's degree preferred. A minimum of three years hospital-based coding experience is required. Two years of clinical auditing experience is preferred. Candidates must have exceptional organizational and communication skills, and must be proficient with spreadsheet and database applications. Successful candidates will have excellent organizational skills, good computer skills, good written and verbal communication skills, the ability to work independently, and the ability to provide outstanding customer service.

An understanding of the appeals process and the ability to coordinate the appeals process will be needed.

**Person/Phone Contact:** XXXXXX

**Position Available Date:** 20XX

*Source*: Kaiser Foundation Health Plan Inc. & Hospitals, Oakland, Calif. Used with permission.