



Inpatient DRG Denials Specialist

Job Description

Job Title: Inpatient DRG Denials Specialist
Department: Inpatient
Reports to: VP of Inpatient Services
FLSA Status: Exempt

Position Summary: The Inpatient DRG Denials Specialist manages the ACS payer denials process and coordinates completion of timely reviews with other ACS consultants and subcontractors. This consultant also reviews denial letters, determining whether an appeal is supported. They are responsible for providing professional and effective responses that are submitted timely under payer deadlines. The Inpatient DRG Denials Specialist is also responsible for duties of the Associate Inpatient Coding Consultant. Refer to that job description for other details.

Essential Duties and Responsibilities:

1. Manage the ACS Appeals email address to assure timely receipt and processing of client requests for assistance with payer denials. See the ACS Denials Management Process Map for additional details.
 - o The ACS Administrative Assistant provides back-up coverage as needed.
2. Coordinate with the Vice President of Inpatient Services regarding assignment of denials for timely review by IP or OP consultants as well as subcontractors. This includes follow-up to assure timely receipt of letters from ACS consultants.
3. Conduct review of client denials, with effectively written letters of appeal or educational review results letters, using ACS templates to prepare letters within established deadlines.
4. Maintain the SharePoint file of ACS letter templates for appeals and review results, as well as clinical validation references commensurate with current clinical literature.
5. Coordinate and collaborate with other inpatient consultants when scheduling of ALJ calls or legal depositions.
6. Accurately abstract denial audit findings into the ACS denial tracking log.
7. Coordinate with the ACS Administrative Assistant, who is responsible for processing letters back to the client.
8. Coordinate with the ACS Manager, who is responsible for monthly invoicing of denial review work.
9. Prepare monthly client denial reports upon request.
10. Provide education to ACS inpatient consultants regarding denial trends.
11. Continue to provide inpatient acute care record reviews and other consultation services delineated for the Associate Inpatient Coding Consultant.
12. Maintain subject matter expertise in denial and appeals processes for various payers.
13. Other responsibilities as assigned. Duties may be subject to change at any time at the discretion of management, formally or informally, verbally or in writing.

Skills and Qualifications:

Knowledge of payer denials and appeals process.

Experience:

Previous experience with writing of inpatient DRG appeal letters is required.



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Certification and Licensure:

No additional license or certification is required (beyond that of the Associate Inpatient Coding Consultant).

Acknowledged: Supervisor

Date:

Acknowledged: Employee

Date:

Print: Employee Name

Career Ladder:

