

## Coding Educator and Auditor University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254066>

Downloaded On: Jun. 30, 2025 9:28pm

Posted Mar. 7, 2025, set to expire Jul. 3, 2025

**Job Title** Coding Educator and Auditor  
**Department** Department of Medicine  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Mar. 7, 2025

**Application Deadline** 12/19/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff  
Lecturer/Instructor

**Academic Field(s)** Informatics - All Categories  
Health Sciences - General

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**Job Description**

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**Coding Educator and Auditor, Department of Medicine**

### Position Information

**Position Title:** Coding Educator and Auditor, Department of Medicine

**Department:** Medicine

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/54812>

**Job Type:**

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Full-Time

### Posting Detail Information

#### Position Summary

The [Department of Medicine](#) (UBMD Internal Medicine ) within the [Jacobs School of Medicine and Biomedical Sciences](#), State University of New York at Buffalo (UB), is seeking applicants for a full-time **Coding Educator and Auditor**.

The Coding educator and auditor (CEA) is responsible for conducting coding and billing/audits and training programs for billing and coding specialists, physicians, and other healthcare professionals. The CEA develops educational materials, including presentations and other training resources.

They are responsible for:

- Lead training sessions on current billing and coding information to ensure staff is up-to-date on industry standards.
- Organize and participate in coding and reimbursement meetings to address updates, challenges, and improvements.
- Research and analyze updates in coding regulations, ensuring timely communication of changes to physicians and billing staff.
- Work closely with providers, billing teams, and administrative staff to ensure all services, procedures, and tests are accurately documented and coded in the EMR system.
- Provide detailed audit feedback to providers, offering guidance and education based on audit results.
- Perform additional duties as requested by the Director of Revenue Cycle Administration (DRCA), Chief Operating Officer, or other management representatives.

We are committed to a professional environment that is positive, respectful, cohesive and supportive of cultural and individual differences in the service of our clinical and academic goals.

#### About the University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Associates degree,
- CPC (Certified Professional Coder) certification.
- Minimum of 4-5 years of experience in medical billing or coding.

### Preferred Qualifications

- Bachelors Degree.
- Solid understanding of billing processes and experience with electronic health records (EHR) systems.
- In-depth knowledge of policies, procedures, and government regulations related to physician billing, payer processes, guidelines, and compliance standards.

### Salary Range

\$60,000 - \$65,000

### Special Instructions Summary

All applicants must apply via UB Jobs.

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Dory Prouty

**Contact's Pronouns:**

**Contact's Title:** Senior Human Resources Generalist

**Contact's Email:** [dc62@buffalo.edu](mailto:dc62@buffalo.edu)

**Contact's Phone:** 716-961-9914

### Posting Dates

**Posted:**

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12/19/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University at Buffalo

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