



Consumer Assistance Program  
**Colorado Consumer  
Health Initiative**

**Medical Bill Coding Auditor Volunteer  
Position Description**

The Colorado Consumer Health Initiative (CCHI) is a statewide, non-partisan, non-profit membership organization working to ensure that all Coloradans can get affordable, high-quality and equitable health care. CCHI represents 50 nonprofit organizations—mobilizing well over 500,000 consumers—to shape effective health care policy. Our vision is that all Coloradans can access affordable, high-quality and equitable health care.

CCHI's Consumer Assistance Program was established in June 2018 to address the rise in the number of consumers who are facing unfair or unexpected medical bills or who have been sent to collections by a health care provider or carrier.

**Volunteer Impact**

Although most Coloradans now have health insurance coverage, many still struggle with high insurance premiums and unaffordable out-of-pocket costs. Lack of transparency in medical billing practices and lack of detailed medical bills can leave consumers paying bills they don't understand and may not owe. Medical Bill Coding Auditor Volunteers play a critical role by reviewing CAP clients' invoices and medical records to determine if clients were properly billed and claims properly paid. Medical Bill Coding Audit Reports can provide clients information to negotiate a medical bill and prevent financial hardship.

**Position Description**

Medical Bill Coding Auditor Volunteers support Colorado consumers by auditing their medical bill coding and making sure charges are properly coded and in line with the corresponding medical record.

**Key Responsibilities**

- Accurately and securely collect and retain client medical bills and needed documentation for medical bill coding audits
- Audit medical bills and claims
- Provide a medical bill code audit report along with recommendations to consumers with billing coding errors or overcharges
- Provide guidance for recommended medical billing coding appeals and complaints

**Requirements**

- Experience in medical bill coding audits
- Organized and detail oriented
- Computer literate. Must be able to use Gmail, navigate Google Drive, and be comfortable and accurate with data entry.
- Proficient report writing skills
- Prompt and efficient report results



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Preferred but not required

- Bilingual (Spanish)

**Time Commitment**

- 6-month minimum commitment with option to extend, working one or more 4-hour shifts per week

**Physical Requirements**

- Sedentary- able to sit for up to 4 hours during a volunteer shift.

**Equal Employment Opportunity/Affirmative Action**

CCHI actively encourages diversity in our workplace and works to promote equity in health care. CCHI does not discriminate against volunteers on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and does not engage in retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law).

To apply, send a resume to Cynthia Wadle, Director of Finance & Operations at [cwadle@cohealthinitiative.org](mailto:cwadle@cohealthinitiative.org).

For further information about CCHI, please visit our website at [www.cohealthinitiative.org](http://www.cohealthinitiative.org).