

Revenue Cycle & Auditor Coord.

Baltimore, MD

Summary

The Care Management Revenue Cycle & Audit Coordinator uses an in-depth knowledge of utilization management to direct the flow of information necessary to complete the billing function. Collaborates with Sr. Director and Utilization Management staff to identify potential problem areas which require improvements (i.e. decreasing operating costs, increasing revenue capture or improving information flow).

Responsibilities:

- Supports the utilization management staff by organizing workflow, communications and record maintenance.
- Uses effective communication skills to coordinate and facilitate utilization management activities with the Business Office, Medical Records and Admitting.
- Uses problem solving and critical thinking skills to identify opportunities for utilization management process improvement.
- Communicates with and serves as a liaison to external reviewers to ensure accurate flow of patient information.

Qualifications

Work Experience

- Work requires the knowledge of theories, principles, and concepts typically acquired through completion of a Bachelors degree in Business Administration, Health Care Administration, and Management or closely related field.

Education

- Two years of previous experience

For more Information / To Apply:

<https://jobs.hopkinsmedicine.org/job/care-mgmt-revenue-cycle-audit-coor-non-clinical-professional-johns-hopkins-bayview-med-201424-f4991/>