

REVENUE CYCLE MANAGER-UNION PHYSICIAN SERVICES

Dover, OH

Summary

Responsible for the entire revenue cycle process and embraces the changing environment of the billing arena through continued education and use of all tools provided which includes educational material, training, and use of new technology.

Responsibilities:

- Identifies and facilitates any required changes in processes affecting the revenue cycle
- Responsible for the direct oversight of any third-party vendors associated with the revenue cycle process
- Responsible for organizing and conducting quarterly providers' updates and training on revenue cycle needs
- Provides monthly reports to the Director of Operations of the following nature but are not limited to: Volume, Charges, Denial Reports, Reimbursement Analysis, wRVU Reports, etc.
- Informs Director of unusual or sensitive accounts or circumstances which may affect department and/or customer service
- Reviews trending and error frequency of information entered into electronic practice management systems and provides recommendations of operational changes to improve the process
- Responsible for the training, communication, implementation and follow up accountability of all UPS staff with a role in the revenue cycle process. This includes, but is not limited to (UPS operational managers, check in/out staff, providers, coordinators, etc.)
- Responsible for maintaining coding compliance within industry requirements and providing education to all appropriate UPS staff persons (i.e. providers, coders, coordinators, etc.) on proper documentation to meet said standards
- Responsible for the oversight of maintenance, storage and release of organizational medical records
- Responsible for organization's HIPAA compliance efforts and works in conjunction with the Director of Operations and the Union Hospital HIPAA Compliance Officer to conduct necessary audits, training and implementation of HIPAA requirements
- Works with Union Hospital Finance/Accounting to ensure appropriate stated revenues are demonstrated on monthly financial reports. This includes, but may not be limited to, comparing monthly financial revenues to MSO and Medent reports (or with other vendors from time to time)

Qualifications

Education:

- Associate degree or relevant related experience required;

Certifications:

- Certified Coder

Work Experience:

- Five or more years work experience in a health care facility or other clinical hospital/practice experience preferred.

For More Information/ How to Apply:

<https://jobs.clevelandclinic.org/job/dover/revenue-cycle-manager-union-physician-services/27575/4361658496>