

# Manager - RN Clinical Documentation - Rev Cycle

## University of Mississippi Medical Center

Job Location: Jackson, MS

Full Time, Days

### **JOB SUMMARY:**

To develop, coordinate, implement and provide ongoing management of work flows and business operations in the area of Health Information Management, Coding, and Clinical Documentation and manage support staff. To collaborate with senior management in the planning, design, and documentation of the assigned workflows such that plans may be executed in an efficient and effective manner. Ensures financial success for University of Mississippi Medical Center and University Physicians through exercising independent managerial judgment and skills applied to leading staff, monitoring applicable metrics, staying current in all regulatory matters related to HIM, and maintaining productive throughput. Must maintain a working knowledge of all employment policies, procedures and systems to maintain accurate and complete records for all personnel under his/her management. Must be highly effective in developing, documenting, and delivering crucial conversations and applicable corrective actions as needed among personnel under his/her management.

### **EDUCATION & EXPERIENCE:**

- Bachelor's degree in Finance, Business, Health Care Administration, Health Information, Nursing or other related fields.
- Four (4) years related Revenue Cycle experience or equivalent combination of education/experience.
- Two (2) years in a relevant management level position.

### ***CERTIFICATIONS, LICENSES OR REGISTRATION REQUIRED:***

- Valid RN license required.
- Must be able to obtain certification as Certified Clinical Documentation Specialist (CCDS) within one year of hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Participates with senior management, and independently, in developing and designing work flows to optimize efficiency and effectiveness in billing, collections, follow-up, cash posting, and customer service for professionally certified and non-certified staff
- Designs and implements work flows to improve productivity, maximize cash flow, attain or exceed peer group benchmarks across the revenue cycle, contain costs, and optimize the use of technology, space, and resources
- Participates in establishing revenue cycle goals and implementing plans to achieve goals
- Leads and guides employees to excel in applicable revenue cycle performance in collaboration with other revenue cycle managers to avoid duplication of effort and other non-productive work activities
- Ensures operations are aligned with the strategic goals and objectives of the organization and strive to lead operations in ways that meet or exceed peer group benchmarks.
- Monitors and ensures compliance with all regulatory requirements
- Oversees the hiring, training, and daily work of staff and monitors productivity to ensure optimal throughput.
- Collaborates with senior revenue cycle leadership to develop, secure approval of, and oversee implementation of policies and procedures to meet agreed upon performance standards.
- Maintains strict confidentiality and adheres to all HIPAA guidelines and regulations.
- Manages the development of staff through the use of performance measurement reports and tools, and providing routine feedback, performance reviews, and one-on-one meetings. This includes conducting routine staff audits for productivity and tracking results.

- Enforces organizational policies and procedures to ensure quality customer services, appropriate expense controls and effective operations.
- Collaborates with management and co-workers in an open and positive manner to contribute to highly effective outcomes for the organization
- Contributes to a positive and professional work environment
- Performs any other assigned duties since the duties listed are general in nature and are examples of the duties and responsibilities performed and are not meant to be construed as exclusive or all-inclusive. Management retains the right to add or change duties at any time

**FOR MORE INFORMATION/TO APPLY:**

[https://ummc.wd5.myworkdayjobs.com/en-US/UMCCareers/job/Jackson-Medical-Mall/Manager---RN-Clinical-Documentation---Rev-Cycle---FT\\_R00021366-1](https://ummc.wd5.myworkdayjobs.com/en-US/UMCCareers/job/Jackson-Medical-Mall/Manager---RN-Clinical-Documentation---Rev-Cycle---FT_R00021366-1)