

Revenue Cycle Manager

Shriners Children's

Job Location: Portland, OR

Full Time/Days

JOB SUMMARY:

Shriners Hospitals for Children-Portland is seeking a full-time Revenue Cycle Manager to join our team! The Revenue Cycle Manager is the primary resource to facilitate daily revenue cycle specific needs and communications between the Hospital, Shriners' Headquarters, and External Business Office Vendors. This position is responsible for the daily resolution of pre-bill edits and denials, and interacting with clinicians to obtain necessary documentation to clear pre-bill edits. Other responsibilities include investigating denials, identifying trends, initiating root cause analysis and working to prevent future claim edits/denials; reporting results to local Leadership as well as to the Corporate Director of Patient Financial Services; participating in Revenue Cycle meetings to improve processes; and analyzing Key Performance Indicators data.

RESPONSIBILITIES:

- Ensures QA on registrations for all areas of Patient Access
- Maintains, creates, and analyzes QA statistics and reports
- Completes reports for Corporate Director
- Leads Portland's monthly Revenue Cycle Committee Meeting and attends Corporate conference calls
- Reviews the quality of patient registration documentation
- Maintains Patient Access policies and procedures
- Contributes to meeting and exceeding A/R goals for Patient Registration
- Promptly reports any system changes or enhancements to IS and/or Corporate Director
- Develops and maintains a high degree of expertise in revenue cycle operations, technical processes and reports
- Analyzes and communicates financial and operational data for decision-making and strategic planning
- Recommends, develops and executes effective business improvement initiatives
- Tracks, trends, and resolves facility denials
- Ensures continuous training for department quality improvement

FOR MORE INFORMATION/TO APPLY:

<https://careers-shriners.icims.com/jobs/2271/revenue-cycle-manager/job>