

Hybrid - On-Site / Remote - Medical Billing-Revenue Cycle Manager

Global medical Response

Job Location: West Plains, MO

Full Time/Days

JOB SUMMARY:

The Manager provides leadership and oversight to the Revenue Cycle Supervisors to ensure an overall high level of quality, efficiency, and productivity, while affirming all departmental goals and projections are satisfactorily met. Maintains a physically, mentally, and environmentally safe work environment for all employees. Direct responsibility to maintain a proper flow of revenues and streamline processes. Provides a positive work environment and mentors employees by providing purpose, motivation, and direction in-order-to accomplish the department's mission.

RESPONSIBILITIES:

- Primary duties include implementing, managing, and providing oversight to develop processes that result in a consistent and predictable cash flow.
- Responsible for initiating, implementing, and subsequent analysis of key metrics for senior management review, subsequent inquiry, presentations of findings, and recommendations for process improvement.
- Analyze trends and create ad-hoc analytical reports on short-term cash flow concerns and risks that may jeopardize long-term strategic financial objectives.
- Demonstrate expertise in revenue cycle and measurement methodologies and process improvements.
- Responsible for team's timely submission of Sarbanes Oxley required documentation.
- Oversee claim submission process to ensure claims are submitted as required in accordance with all federal, state, and local government regulations and requirements in a timely manner.
- Maintain a working knowledge of billing regulations and follow-up collection trends with a diverse group of national payors.
- Assure process and resources are allocated to provide required payor documentation assembly and filing in a timely manner.
- Gather, analyze and identify billing and/or follow-up problems recommending corrective actions and procedural changes.
- Analyze work processes and implement procedural changes to maximize efficiency.
- Set goals and motivate team Managers to foster high performing teams.
- Work effectively as a member of a leadership team.
- Communicate clearly and concisely, both orally and in writing, giving presentations as needed.
- Budgetary responsibilities.
- Serve as a "champion" for best practices within our "I-Care" Cultural Pillars. (Integrity / Compassion / Accountability / Responsibility / Excellence)

EDUCATION:

- Bachelor's degree in Business, Healthcare Administration or equivalent and minimum of five (5) years of medical billing experience. Significant, relevant work experience may substitute for degree requirements.

EXPERIENCE:

- Full-time experience in an administrative, managerial, or supervisory position with direct responsibility for delivery of patient accounting services, healthcare billing and follow-up services, and collection services.

SKILLS:

- Knowledge of cash management principles and/or procedures
- Knowledge of health care billing procedures, reimbursement, third party payer regulations, documentation, and standards
- Knowledge of health care billing compliance regulations
- Knowledge and understanding of payor Explanation of Benefits (EOB)
- Requires strong problem-solving skills, attention to detail, and ability to make timely decisions
- Above average computer skills and familiarity with Microsoft Office, especially Excel
- Above average presentation skills, with excellent verbal and written communication
- Ability to drive results, review/improve processes, and manage change
- Customer service

FOR MORE INFORMATION/TO APPLY:

<https://careers.gmr.net/air-ovac-lifeteam/jobs/30485?lang=en-us>