

Revenue Cycle Analyst

Boston Medical Center

Job Location: Remote

Full Time/Days

POSITION SUMMARY:

Under the direct supervision of the Pharmacy Revenue Cycle Manager and according to department policies, procedures, and guidelines, is responsible for providing analytical support in all areas of pharmacy-related charges and revenue. Tracks and reports various metrics as specified by department management and provides direct client support as needed. Monitors various exception-based reports designed to catch billing mistakes and resolves where appropriate. Primary contact for coordination and distribution of client payables. The Revenue Cycle Analyst-Pharmacy position requires minimal supervision and is able to work independently, with an in-depth knowledge of retail pharmacy billing and reimbursement. Creates a positive, constructive, and supportive relationship between hospital departments, Pharmacy, and Contract Pharmacy clientele. Provides training and mentoring of Pharmacy Revenue Cycle Associates.

MINIMUM REQUIREMENTS:

- Minimum of 2 years' experience working with and analyzing data, required
- Experience working with data to produce reports, required
- Minimum of 2-4 years' revenue cycle or accounts receivable experience required.
- Credentialing and contracting experience highly preferred.

EDUCATION/LICENSES/CERTIFICATIONS:

- Associates Degree in Finance / Accounting or related discipline is required
- Bachelor's Degree is preferred
- Current Certified Pharmacy Technician (CPhT) License is preferred

ADDITIONAL INFORMATION:

- Advanced understanding of insurance billing for various pharmacy payers
- Knowledge of Medicare/Medicaid and private payer insurance program as it related to prior authorization of medical services, eligibility, and insurance billing
- Strong research, problem-solving, and analytical skills
- Knowledge of Microsoft Office programs.
- Time management skills
- High level of independence and initiative
- Professional in conduct and demeanor
- Ability to perform multiple tasks and prioritize simultaneously
- Strong verbal and written communication

FOR MORE INFORMATION/TO APPLY:

https://jobs.bmc.org/jobs/?ad=27721_02172023&category=finance&location=remote-us&title=revenue-cycle-analyst&v=bmcrms