

# Manager Revenue Cycle and System SME

AdventHealth

Job Location: Altamonte Springs, FL/Virtual  
Full Time/Days

## JOB SUMMARY:

The Manager of the Revenue Cycle and System Subject Matter Expert (“SME”) team supports the operations of the Process Improvement and Business Support team by managing the Revenue Cycle and System SME team (encompassing Front, Middle, and Back-end Revenue Cycle). The team will provide subject matter expertise on applications and systems used in the Front, Middle, and Back-end Revenue Cycle and advise on how to best utilize them to optimize operations. This role will be responsible for the overall success of their team through active collaboration with Revenue Cycle leadership, department directors/managers, and other Process Improvement and Business Support leaders, particularly their fellow Managers of Automation, Analytics, Project Management, and Vendor Management to ensure all teams are supporting the overall strategy and goals of the Process Improvement and Business Support team. They will be responsible for direct management over the Revenue Cycle and System SME team, while providing strategic guidance to staff in the identification, research, and implementation of all Revenue Cycle application improvements. The Manager of Revenue Cycle and System SMEs performs as a subject matter expert of Revenue Cycle systems through comprehensive understanding of Revenue Cycle operational workflows combined with an understanding of technical capabilities. The Manager of Revenue Cycle and System SMEs will adhere to AdventHealth Corporate Compliance standards, as well as rules and regulations of all applicable local, state, and federal agencies and accrediting bodies.

## PREFERRED QUALIFICATIONS:

- Minimum of four (4) years of supervisory experience leading teams through small to medium project design and implementation **OR** Bachelor’s degree in business, computer science, healthcare, or related field with three (3) years working experience in Revenue Cycle Operations.
- Healthcare technology background.
- Experience documenting workflow design and/or creating technical specifications.
- Experience managing projects and/or Six Sigma Lean certification.
- Experience coordinating Revenue Cycle system updates and/or system implementation.

## EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor’s degree in business, computer science, healthcare, or related field.

## ADDITIONAL INFORMATION:

All the benefits and perks you need for you and your family:

- Benefits from Day One
- Career Development
- Whole Person Wellbeing Resources
- Mental Health Resources and Support.

## FOR MORE INFORMATION/TO APPLY:

<https://jobs.adventhealth.com/altamonte-springs-fl/manager-revenue-cycle-and-system-sme/BA90FB4153C548B1856BBCCFD4F27D8D/job/>