

Revenue Cycle Manager/Medical Billing Manager (Coding Required)

Central Georgia Cancer Care

Job Location: Macon, GA

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Manager/ Billing Office Manager is responsible for ensuring accurate and timely coding and billing as well as accurate and timely collection of revenue from all payers in compliance with payer contracts. Daily management of Certified Professional Coders, Medical Billers, Patient Account Representatives and Patient Assistance Coordinator in the Macon and Warner Robins locations, including but not limited to management of time and attendance, onboarding, training, problem solving, goal setting, and auditing.

MINIMUM REQUIREMENTS:

- At least five years of management experience in a high-volume physician billing environment.
- At least five years of revenue cycle management experience.
- Oncology experience preferred, but not required.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in healthcare administration, business, or another related field.
- Certified Professional Coder by AAPC or other accrediting entity.

ADDITIONAL INFORMATION:

The Billing Office Manager's essential job responsibilities include, but are not limited to:

- Punctuality and attendance in the Business Office is required.
- Manage all Business Office staff in the Macon and Warner Robins office including overseeing time and attendance, onboarding and training, personnel issues and employee relations matters, problem solving and goal setting.
- Train and supervise billing staff, monitoring performance and meeting practice standards for financing and payer contracts.

FOR MORE INFORMATION/TO APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=53066852-b45a-416e-b325-567566ca79dc&cclId=9200505847256_2&source=IN&lang=en_US&itk=WXVBDBVB3K&selectedMenuKey=CurentOpenings&jobId=486089