

# Revenue Cycle Manager

## Urology of Indiana

Job Location: Greenwood, IN

Full Time/Days

### JOB SUMMARY:

The Revenue Cycle Manager will provide support to the Revenue Cycle Management Team through the supervision of the Revenue Cycle staff and by working with the Revenue Cycle Director to support department goals. To succeed in this role, you must possess in-depth knowledge of medical billing software and medical insurance policies. The ideal candidate should be able to demonstrate excellent written and verbal communication skills, problem solving, and be self-motivated.

- Management of staff performance and workload including identifying, resolving, and reporting issues impacting performance objectives for Coding/Charge Entry, pre-certification department, Accounts Receivable and payment posting.
- Answer patient questions/issues escalated from the Billing Account Reps.
- Collaborate with the management team to report trends in payment and denial issues, providing recommendations to address and correct these issues.
- Oversee AR follow-up of unpaid or denied claims with the appropriate payor, researching, appealing, and resolving claim rejections/denials.
- Supervise subordinate staff, ensuring they meet productivity and quality standards, and provide coaching and training as needed to enhance performance.
- Develop and deliver training programs to new hires and other staff to increase production, quality, and collections.
- Assist staff by answering questions, reviewing policies and procedures, addressing escalated issues, and researching accounts to provide feedback and guidance.
- Provide excellent customer service to patients, providers, and payors, addressing their inquiries and concerns in a timely and professional manner.

### MINIMUM REQUIREMENTS:

- Minimum of 3 years Healthcare Revenue Cycle experience supervising staff members- AR management experience preferred
- Knowledge of medical insurance, payer contract, CPT and ICD codes
- Billing Software Proficiency
- Experience in urology preferred but not required

### EDUCATION/LICENSES/CERTIFICATIONS:

- CPC or other accredited coding certification preferred

### FOR MORE INFORMATION/TO APPLY:

<https://urologyin.hirecentric.com/jobs/225406-6379.html>