

# Revenue Cycle Specialist

**Ko'olauloa Health Center**  
Job Location: Hauula, HI/Hybrid  
Full Time/Days

## **JOB SUMMARY:**

We are seeking a detail-oriented and analytical Revenue Cycle Specialist to join our team. The ideal candidate will be responsible for managing the financial health of our organization by overseeing various aspects of the revenue cycle process. This role involves ensuring accurate billing, timely collections, and compliance with regulatory requirements to optimize revenue generation.

## **MINIMUM REQUIREMENTS:**

- Medical billing: 1 year (Preferred).
- Proven experience working in revenue cycle management within a healthcare setting.
- Strong understanding of medical billing processes, insurance claims, and reimbursement procedures.
- Proficiency in using billing software and electronic health records systems.
- Excellent communication skills with the ability to interact effectively with patients, providers, and insurance companies.
- Detail-oriented with strong analytical and problem-solving skills.
- Knowledge of healthcare compliance regulations and HIPAA guidelines.

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- Bachelor's degree in Healthcare Administration, Finance, Business, or related field.

## **PREFERRED SKILLS:**

- Certification in Healthcare Revenue Cycle Management (CRCR).
- Experience with Epic or other healthcare information systems.
- Familiarity with ICD-10 coding and CPT coding guidelines Join our team as a Revenue Cycle Specialist and play a vital role in optimizing our organization's financial operations while ensuring the highest level of patient care.

## **FOR MORE INFORMATION/TO APPLY:**

<https://koolauloachc.org/job-revenue-cycle-specialist>