

Revenue Cycle Manager

Haymarket Center

Job Location: Chicago, IL

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Manager is responsible for managing all aspects of Haymarket Center's insurance revenue cycle in order to maintain a high quality of services and ensure timely payment for services provided. The Revenue Cycle Manager will supervise the contracted billing team, identify and resolve any revenue cycle problems, communicate and coordinate with payers, coordinate the collection of receivables, analyze performance and trends, and prepare regular reports for administration.

MINIMUM REQUIREMENTS:

- At least 3 years of related experience in healthcare revenue cycle functions
- At least 1 year of management experience
- Ability to create department objectives and direct others in achieving those goals
- Good interpersonal and communication skills, both verbal and written
- Strong work ethic and a high level of professionalism
- Excellent organizational skills and attention to detail
- A team player who handles multiple projects simultaneously in a fast-paced environment
- Experience in using electronic health record and billing systems
- Intermediate experience in Microsoft Office products with a strong emphasis in Excel

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in Business Administration, Healthcare Administration, or related degree preferred

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/147816>