

Director of Revenue Cycle

Pike County Memorial Hospital

Job Location: Louisiana, MO

Full Time/Days

JOB SUMMARY:

Pike County Memorial Hospital is seeking a Director of Revenue Cycle who will be responsible for overseeing the Patient Financial Services operations of the hospital and clinic operations. They are responsible for ensuring that the organization's revenue cycle is efficient and effective, and that all financial transactions are properly recorded and reported. The Director of Revenue Cycle is also responsible for developing and implementing policies and procedures related to revenue cycle management, and for ensuring that the organization is in compliance with all relevant regulations and laws. Other responsibilities may include managing staff, developing budgets, and analyzing financial data.

MINIMUM REQUIREMENTS:

- Three years of management-level and 5 years' experience in hospital revenue cycle with expertise in billing and collections.
- Thorough knowledge of patient financial services (PFS) processes and standards related to billing, collections, and cash posting.
- General knowledge of patient registration, finance, and data processing.
- Knowledge of regulatory requirements related to patient accounting, including a solid understanding of Medicare, Medicaid and managed care processes.
- Ability to work and communicate effectively with a diverse group of people including other department managers, staff, physicians, patients, and the public.
- Ability to read, analyze and interpret financial reports, contracts, and other legal documents.
- Outstanding ability to work independently to achieve results. Often, there is no precedent for and little help in carrying out assigned tasks. Must originate, plan, adapt and invent to accomplish tasks.
- Ability to set and maintain priorities when dealing with multiple demands and interruptions.
- Strong analytical and problem-solving skills.
- Dedication to the development of others and willingness to coach and mentor people as necessary to promote their personal and professional growth.
- Excellent customer service skills.
- Advanced computer skills including Outlook, excel, data sorting and template development.
- Cerner Community Works experience a plus.

EDUCATION/LICENSES/CERTIFICATIONS:

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

ADDITIONAL INFORMATION:

- This is an onsite position, not a work from home. Must be willing to relocate.

FOR MORE INFORMATION/TO APPLY:

<https://pcmh->

[mo.applicantstack.com/x/detail/a2057w1rr6tu?jobtitle=Director%2Bof%2BRevenue%2BCycle&js_350146=&js_350147=&apply_filters=1](https://pcmh-mo.applicantstack.com/x/detail/a2057w1rr6tu?jobtitle=Director%2Bof%2BRevenue%2BCycle&js_350146=&js_350147=&apply_filters=1)