

Revenue Cycle Manager

Lake County Illinois

Job Location: Waukegan, IL

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Manager is a valuable member to our Finance Team who performs a lead managerial role in the Finance and Healthcare Operations functions with the purpose of enhancing healthcare revenue cycle outcomes. Manage a staff of nine that focuses on medical coding, provider credentialing, electronic health record system setup, accounts receivable balances and rejections/denials from all insurance companies. The position will review, analyze, develop and provide management oversight of key aspects of the healthcare revenue cycle. Perform research and analysis related to reimbursement; maintain current knowledge in the areas of third-party billing, reimbursement schedules and methodologies, coding, payer contracts, billing and payment rules and regulations. Knowledgeable of each line of business in order to recommend comprehensive, informed business decisions through data analysis. This includes working with directors, managers, providers, teams, programs and the organization to facilitate and increase agency revenue. Knowledgeable in all financial software systems used by LCHD/CHC focusing on the healthcare revenue cycle. Strong management skills, coordination ability, problem-solving skills, high level analytical ability and critical thinking skills are needed to perform this role successfully.

MINIMUM REQUIREMENTS:

- A minimum of five (5) years of supervisory experience in a healthcare finance/business office with medical billing practice is required.
- Knowledge or specialization in Medical or Behavioral Health Services is preferred along with government payers.
- Experience and documented ability in the areas of financial analysis using information from an Electronic Practice Management Systems and Electronic Health Records system.
- Proficiency in Excel, MS Word, PowerPoint is required.
- Experience with Tableau is preferred.
- Experience and understanding of medical coding such as CPT and HCPC's codes is required.
- Ability to work independently and proactively with limited supervision.

EDUCATION/LICENSES/CERTIFICATIONS:

- Requires a bachelor's degree in healthcare management or administration, Business, Finance or related field required with a minimum of five years of progressively responsible medical billing and healthcare business operations experience.
- Successfully receive a certificate in medical coding within six months of hire.

FOR MORE INFORMATION/TO APPLY:

<https://www.governmentjobs.com/careers/lakecountyil/health/jobs/4756008/revenue-cycle-manager>