

# Director Billing and Revenue Cycle Management

Palco

Job Location: Remote

Full Time/Days

## JOB SUMMARY:

We are seeking a highly skilled and experienced Director of Billing and Revenue Cycle Management to oversee and optimize our Medicaid and Managed Care billing operations. The ideal candidate will have at least 3 years of experience in revenue cycle management and a track record of managing teams of 10-15 people. The Director will be responsible for day-to-day management of billing processes, ensuring timely and accurate billing, addressing claim denials, and overseeing collections. Additionally, this role requires a critical thinker who can collaborate across teams, train staff, and formalize operational procedures while maintaining a strong focus on performance metrics.

## MINIMUM REQUIREMENTS:

- Advanced Excel skills are required, including proficiency with VLOOKUPS, pivot tables, and other formulas.
- 5+ years of experience in Medicaid billing and Managed Care programs, particularly in the home care space ideal
- Proven experience managing a team of 10-15 billing staff, with the ability to train, develop, and motivate the team.
- In-depth knowledge of Medicaid portals and EDI claims systems (837, 835, 276, 277, 834, 270, 271, 999).
- Strong experience with reconciliation processes and a solid understanding of billing, payments, and general ledger alignment.
- Ability to collaborate across departments (payroll, client-facing teams, IT, etc.) to streamline processes and resolve issues.
- Excellent critical thinking and problem-solving skills, particularly when addressing billing discrepancies and system issues.
- Strong training and development abilities, with experience in documenting and formalizing procedures.
- Ability to work independently and manage a team remotely.
- Previous experience with NetSuite or similar accounting software is a plus.

## ADDITIONAL INFORMATION:

- This position is remote/work-from-home role. Enjoy the convenience of working from home and maximize your time by unplugging at the end of your workday.

## FOR MORE INFORMATION/TO APPLY:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ae86ec75-bbed-4f09-ab24-737745d31b61&ccid=1586553145531275\\_4628&type=MP&lang=en\\_US&jobId=536131](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ae86ec75-bbed-4f09-ab24-737745d31b61&ccid=1586553145531275_4628&type=MP&lang=en_US&jobId=536131)