

Manager, National CB & IA Liaison

Lincare Inc.

Job Location: Largo, FL

Full Time/Days

JOB SUMMARY:

This employee oversees the centralized billing departments, ensuring that projects and assigned tasks are completed timely with accuracy and in accordance with the CIA structure, as well as following all payor and state guidelines.

- Works with applicable parties during internal audits
- Serves as the company-wide liaison for payor issues
- works with Operations, billing offices, and payors to assist in resolving payor issues/concerns that arise
- Oversees the Customer Pay Dept. and the Vent Queue Team
- Oversees the contract review team to ensure that payor contracts are being reviewed timely and accurately in accordance to the guidelines set in place
- Oversees company-wide assigned projects and assignments
- Works with applicable departments to ensure that changes in policies are being addressed timely
- Monitors and maintains all payor relationships, ensuring all state, federal, and local government billing requirements are met while working through the assigned projects
- Liaison for any CIA and internal audits
- Assists in identifying areas that need to be reworked or addressed
- Resolves employee issues as they apply
- Delivers directives from the corporate office as they apply
- Communicates with Executives, Legal, Compliance, and any applicable parties pertaining to the centralized billing departments

MINIMUM REQUIREMENTS:

- Six months to one-year related experience **Required**
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or correspondence and procedure manuals
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Work with mathematical concepts such as probability and statistical inference, and fundamentals of concepts such as fractions, percentages, ratios, and proportions to practical situations
- Define problems, collect data, establish facts, and draw valid conclusions

EDUCATION/LICENSES/CERTIFICATIONS:

- Associate's Degree or equivalent from two-year college or technical school Required

FOR MORE INFORMATION/TO APPLY:

<https://myjobs.adp.com/externallincarecareers/cx/job-listing?keyword=Manager,%20National%20CB%20%26%20IA%20Liaison>