

# Revenue Cycle Specialist

**Lincoln Hospital & Clinics**  
Job Location: Davenport, WA  
Full Time/Days

## **JOB SUMMARY:**

The Revenue Cycle Specialist is responsible for accurately posting payments and adjustments from various sources, including insurance companies and patients; reconciling the payments with remittances and other documentation, investigating discrepancies, and ensuring compliance with regulations and payer requirements. Additionally, this position provides support to the Patient Financial Services (PFS) team which will include medical billing, maintain accuracy in financial data, and identify opportunities for process improvements. Effective communication, attention to detail, and adherence to deadlines are crucial in this role to ensure timely and accurate payment posting and reconciliation. This role will work closely with the Revenue Cycle Director, CFO, and PFS staff to ensure accurate payment posting and reconciliation, optimizing operational efficiency and adherence to regulatory standards.

## **MINIMUM REQUIREMENTS:**

- 1-2 years of experience in revenue cycle management, cash posting or a related field. This can include previous billing experience
- Proficient in Microsoft Office Suite 365 with exceptional Excel knowledge
- Experience with EPIC and/or (EHR) systems
- Strong attention to detail and ability to work independently and as part of a team
- Excellent communication and problem-solving skills

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- High school diploma or equivalent
- Medical Office Certification desired

## **FOR MORE INFORMATION/TO APPLY:**

<https://www.lincolnhospital.org/jobs/job-categories/lincoln-hospital/revenue-cycle-specialist/>