

Revenue Cycle Manager

Oak Park Place

Job Location: Madison, WI

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Manager is responsible for the oversight of the business office, including billing, claims, and collections. This position provides direct supervision of the Billing and Collections departments. The Revenue Cycle Manager is responsible for improving and maintaining the integrity of patient billing and reimbursement, along with collections through continuous improvement of intradepartmental communication.

Essential Job Functions:

- Plan, implement, evaluate, and administer all Business Office strategies and processes, including claims submissions, payment posting, and denial management, accounts receivable collections, and reporting
- Responsible for the supervision, coordination, and evaluation of Billing and Collection department staff.
- Collaborate regularly with other departments to connect and align activities, goals, and outcomes across multiple communities, teams, and departments as it pertains to billing, follow-up, and cash collections.
- Ensure billing and coding for all current and new services are accurate, consistent, and maximize revenue opportunities.
- Evaluate, report on, and improve results after implementation of new services or payers.
- Develop and implement policies and procedures within company guidelines for billing, collection, and reimbursement functions
- Report and resolve payment and system issues with a strong sense of urgency, escalating if needed and putting processes into place to prevent similar future issues.
- Develop and report on key performance indicators to ensure continuous measurement, monitoring, and improvement within the Business Office functions.
- Monitor, respond to, and communicate changes in billing requirements, regulations, and reimbursement rates, and maintain provider enrollments with payers.
- Ensure compliance with federal, state, and HIPAA privacy and security regulations as well as with terms of payer contracts.

MINIMUM REQUIREMENTS:

- Medicare Billing experience required!
- A minimum of 2 years of healthcare/medical billing experience is required
- EHR and/or billing software experience required, previous experience with PCC is a plus
- Ability to communicate both verbally and in written format, effectively and efficiently in the job is a must.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree in a general business area or Information Technology
- Certified Coder Certificate strongly preferred

FOR MORE INFORMATION/TO APPLY:

<https://secure3.entertimeonline.com/ta/6007945.careers?CareersSearch=&lang=en-US> (Scroll to position or type job title in search bar)