

Revenue Cycle Specialist

Cala

Job Location: Remote

Full Time/Days

JOB SUMMARY:

Cala Health is seeking a Revenue Cycle Specialist to join our growing team. This individual will act as a professional representative of our organization. We are seeking a positive, highly motivated specialist to join our team remotely. In this position, employees will be responsible for reviewing documentation for medical necessity and submission of said documentation. This is a remote role that will report to the Director, Revenue Cycle Management.

MINIMUM REQUIREMENTS:

- 3+ years of DME accounts receivable billing experience required (Medicare desired)
- Brightree and Salesforce Software knowledge strongly **preferred**
- Strong computer skills; proficiency in Microsoft and Google products required
- Self-starter who takes initiative to overcome challenges and problem solve
- Excellent written and verbal communication skills
- Must be detail oriented and able to plan, organize and complete tasks in a timely manner
- Ability to multi-task and work independently

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's or Associate's degree in Business or Finance **preferred**;
- High school or GED equivalent **required**

FOR MORE INFORMATION/TO APPLY:

<https://job-boards.greenhouse.io/calahealth/jobs/5800331004>