

# ADR & Reimbursement Compliance Specialist

**Volare Health**

Job Location: Louisville, KY

Full Time/Days

## **JOB SUMMARY:**

A growing multi-state healthcare organization is seeking a ADR & Reimbursement Specialist to oversee and coordinate responses to Additional Documentation Requests (ADRs) from Recovery Audit Contractors (RAC), Medicare Administrative Contractors (MAC), and Managed Care payers for Skilled Nursing (SNF) and Long-Term Care (LTC) facilities.

This role partners closely with facility leadership, compliance, and billing teams to ensure accurate, timely documentation submissions, optimize reimbursement outcomes, and maintain compliance with federal and state regulations.

## **MINIMUM REQUIREMENTS:**

- Minimum 3 years of experience in SNF healthcare reimbursement
- Hands-on experience with ADRs, RAC/MAC audits, or Managed Care claims
- Strong knowledge of Medicare, Medicaid, and Managed Care regulations
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with data tracking, reporting, and basic analysis in Excel
- Ability to learn and navigate EHR systems and medical record software
- Strong attention to detail and organizational skills
- Ability to manage multiple deadlines in a fast-paced environment
- Knowledge of HIPAA compliance and healthcare privacy standards
- Willingness to work extended hours or occasional weekends as needed

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

- LPN licensed

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

[https://myjobs.adp.com/volarehealth/cx/job-listing?keyword=Revenue%20Cycle%20Specialist%20\(Medical%20Biller%20%E2%80%93%20Behavioral%20Health\)](https://myjobs.adp.com/volarehealth/cx/job-listing?keyword=Revenue%20Cycle%20Specialist%20(Medical%20Biller%20%E2%80%93%20Behavioral%20Health))