

Revenue Cycle Operations Coordinator

CRH Anesthesia

Job Location: Atlanta, GA

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Operations Coordinator supports day-to-day revenue cycle activities, including provider enrollment, payer maintenance, medical records coordination, and revenue integrity tasks. This role takes ownership of maintaining accurate payer data, resolving issues as they arise, supporting audits, and helping ensure revenue cycle processes run smoothly and in compliance with payer and company requirements. Reports directly to the Vice President, Revenue Operations.

MINIMUM REQUIREMENTS:

- Two years plus (2+) years of experience in revenue cycle operations, provider enrollment, payer maintenance, or medical records coordination required in a healthcare setting.
- Working knowledge of CAQH, payer portals, EFT/VCC payments, and healthcare data management systems, with strong analytical, organizational, and problem-solving skills.
- Highly organized, detail-oriented, and self-driven, able to manage multiple workflows independently, meet strict deadlines, and perform well in a fast-paced, high-volume healthcare environment.
- Effective written and verbal communicator with excellent customer service skills, capable of engaging internal teams, providers, payers, and external partners while maintaining a high level of confidentiality.
- Maintains accurate physician and practitioner credentialing and payer enrollment records across multiple states and builds productive relationships with payer representatives, providers, and billing and contracting partners to support timely enrollment, issue resolution, and protect revenue integrity.
- The credentialing department works in a mostly paper-free environment. Previous experience with provider credentialing/enrollment software (i.e. VerityStream) necessary.
- Expertise in Microsoft Office (Excel and Word).
- Proficiency with standard business software (Microsoft Windows, and PowerPoint) and using a laptop and mobile device is required.

EDUCATION/LICENSES/CERTIFICATIONS:

- High School Diploma
- Associate's or Bachelor's degree **preferred**; equivalent healthcare revenue cycle experience considered.

FOR MORE INFORMATION/TO APPLY:

<https://secure2.saashr.com/ta/WELLHEALTH.careers?ShowJob=822273473>