

Revenue Cycle Director

River Hills Community Health Center

Job Location: Ottumwa, IA

Full Time/Days

JOB SUMMARY:

The Revenue Cycle Director provides strategic leadership and oversight for all revenue cycle operations, including billing, coding, health information management, accounts receivable, collections, credentialing, and electronic medical record (EMR) administration. This position is responsible for optimizing reimbursement, ensuring regulatory compliance, improving operational efficiency, and supporting a positive patient financial experience. The Revenue Cycle Director collaborates with organizational leadership to develop and implement policies, monitor key performance indicators, and ensure effective revenue cycle processes throughout River Hills Community Health Center.

MINIMUM REQUIREMENTS:

- Minimum of five (5) years of progressively responsible experience in healthcare revenue cycle management and supervisory or management experience.
- Federally Qualified Health Center (FQHC) experience **preferred**.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in Health Information Management, Healthcare Administration, Business Administration, Finance, or related field **preferred** or a High School graduate with a combination of four years of undergraduate education and/or experience.
- One of the following certifications is **preferred**:
 - Certified Professional Coder (CPC)
 - Certified Coding Specialist (CCS or CCS-P)
 - Registered Health Information Administrator (RHIA)
 - Registered Health Information Technician (RHIT)
 - Certified Revenue Cycle Representative (CRCR) or equivalent

FOR MORE INFORMATION/TO APPLY:

<https://www.riverhillshealth.org/employment/> (Scroll down to "*Current Openings*" and click on the job title)