

Director of Revenue Cycle

HCF Management, Inc.

Job Location: Lima, OH

Full Time/Days

JOB SUMMARY:

The Director of Revenue Cycle is responsible for overseeing the overall policies and objectives of the HCF's Family of Companies revenue cycle activities, including pricing, billing, third party payer relationships, collections, denials, and reimbursement rates, while monitoring adherence to HCF's policies/procedures, to optimize cash flow and financial performance.

- Follow HCF Policies and Procedures.
- Work in collaboration with the Compliance Department to manage relations with payers and providers to generate high reimbursement rates and low levels of denials.
- Review, design, and maintain policies and procedures regarding pricing, billing, collections, and other financial analysis as needed.
- Analyze billing and claims for accuracy and completeness before submission to Medicare, Medicaid, and insurance entities.
- Track and report metrics related to coding error rates, billing turnaround times, and DSO (Days Sales Outstanding).
- Ensure all billing operations are conducted in compliance with federal, state, and payer regulations, guidelines, and requirements.
- Plan and direct patient insurance documentation, coding, billing, and data processing to ensure accurate and efficient billing and account collection.
- Auditing current processes and procedures to monitor and improve efficiency of billing operations.
- Oversee and manage the operations of the billing department.
- Work in collaboration with Collections Manager, and Denials Team to follow up on outstanding accounts.
- Maintain open communication lines with Collections Manager, Regional Directors of Operations, Business Office Managers, and Administrators on significant dollar amount accounts.

MINIMUM REQUIREMENTS:

- A thorough understanding of and experience with Long-term Health Care billing processes and strong organizational, computer, and time management skills are required.

EDUCATION/LICENSES/CERTIFICATIONS:

- Must hold a Bachelor's Degree in Business, Accounting, or a related discipline and/or have previous Revenue Cycle experience in long-term care.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/HCF1000HCFMA/JobBoard/d69bac71-c556-4b44-9c36-61a64ae5adda/OpportunityDetail?opportunityId=c96dfdfc-538c-4795-bfca-db694fa3b5f4>