

Director of Revenue Cycle

Wayne Memorial Community Health Centers

Job Location: Honesdale, PA

Full Time/Days

JOB SUMMARY:

The Director of Revenue Cycle Management is responsible for the strategic and operational oversight of the full revenue cycle for a Federally Qualified Health Center (FQHC) with a high volume of value-based reimbursement arrangements. This role ensures accurate charging, timely billing, optimized cash collections, effective denial management, and strong revenue integrity controls across all service lines.

The Director serves as a key financial leader, partnering closely with Finance, Clinical Operations, Contracting, and Quality teams to align revenue cycle performance with value-based care objectives, regulatory requirements, and organizational financial goals, while directly reporting to the Chief Financial Officer (CFO).

Supervising Billing Manager; manages the Business Office and revenue cycle teams

Lead front-end operations (registration, eligibility) and back-end operations (coding, billing, collections, denials) to maximize reimbursement, ensuring strict compliance with Medicaid, Medicare, PPS, and grant rules while providing strategic leadership, managing staff, improving processes, and optimizing patient financial interactions.

MINIMUM REQUIREMENTS:

- Minimum of 7 years of progressive experience in healthcare revenue cycle management.
- Demonstrated experience supporting FQHC operations and reimbursement, including Medicaid and Medicare.
- Strong understanding of value-based payment models, alternative payment arrangements, and revenue recognition.
- Proven leadership experience managing business office and revenue cycle teams.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in Healthcare Administration, Finance, Business, or a related field.

ADDED-VALUE QUALIFICATIONS AND EXPERIENCE:

- Certified Revenue Cycle Professional (CSCP)
- Strategic and analytical thinking
- Strong financial and operational acumen
- Collaborative leadership and communication
- Regulatory and compliance awareness
- Change management and process improvement

FOR MORE INFORMATION/TO APPLY:

<https://www.paycomonline.net/v4/ats/web.php/portal/441C5051B35F287EE9ACA40E0B369160/jobs/152504>