

Revenue Cycle Manager - Billing Operations - Life Flight Network

Mercy Health
Job Location: Remote
Full Time/Days

JOB SUMMARY:

Provides leadership and oversight for the EMS Transportation billing and revenue cycle operations, ensuring timely, accurate, compliant, and fiscally responsible billing and collection activities for ground and air medical transportation services. Directs and develops billing staff, establishes and monitors performance expectations, and partners with EMS operations, Revenue Cycle, Finance, payers, and other organizational stakeholders to optimize revenue realization, reduce accounts receivable, resolve billing and payer issues, and improve the overall patient financial experience. Responsible for the day-to-day management of EMS Transportation billing operations, including claim submission, payment posting, accounts receivable follow-up, denial and underpayment management, insurance verification and authorization processes, billing compliance, financial reconciliation, and reporting. Utilizes data and financial analytics to identify trends, develop corrective action plans, improve operational performance, and support strategic decision-making.

MINIMUM REQUIREMENTS:

- Minimum Years and Type of Experience: 3-5 years of experience in healthcare revenue cycle, medical billing, EMS billing, or a related healthcare financial environment. 2 or more years of supervisory or management experience preferred. Demonstrated experience with accounts receivable management, insurance billing, payer follow-up, denial management, and financial reconciliation. Experience working with billing systems and financial reporting tools.
- Other Knowledge, Skills and Abilities **Required:**
 - Ability to lead/direct others.
 - High degree of analytical ability; working knowledge of Microsoft Office.
 - Prior experience in healthcare billing operations.
- Other Knowledge, Skills and Abilities **Preferred:**
 - Knowledge of registration, insurance, scheduling, and/or verification and hospital billing.
 - Prior experience in Air and Ground Medical Transportation billing and operations.

EDUCATION/LICENSES/CERTIFICATIONS:

- High School Diploma or GED
- **Preferred:** Bachelor's Degree in Business, Healthcare Administration, Finance, Revenue Cycle Management, or a related field.
- Licensure/Certification **Required:** Certified Ambulance Coder within 6 months of start date, or equivalent EMS billing certification as approved by the organization.
- Licensure/Certification **Preferred:** Certification or formal training in healthcare revenue cycle, medical billing, medical terminology, EMS billing/coding, or a related field.

FOR MORE INFORMATION/TO APPLY:

<https://careers.mercy.com/us/en/job/R289450/Revenue-Cycle-Manager-Billing-Operations-Life-Flight-Network-Work-at-Home>