



## Job Description – Revenue Cycle Manager

### **Expectations of all HRRV Employees**

Support the mission, vision and values through unequalled quality patient care, professional competence, collaboration, communication, innovation, accountability, ownership and provide support to the entire agency regardless of their primary office location.

### **Position Summary**

The Revenue Cycle Manager manages all functions of the organization's billing and revenue cycle to maximize cash flow while maintaining and improving internal and external customer relations. In conjunction with agency staff, the revenue cycle manager will contribute to the day-to-day operations on all issues related to the revenue cycle function, provide analysis, create written processes and train others in implementing a cross functional revenue cycle team.

### **Qualifications**

- Bachelor's Degree in Business, Healthcare Administration or equivalent and minimum of five (5) years of medical billing experience
- Minimum of three years in a supervisory role
- Knowledge of professional fee billing, reimbursement and third party payer regulation and medical terminology is required
- Working knowledge of regulatory requirements pertaining to health care operations and their impact on operations
- Strong problem-solving skills and ability to make timely decisions
- Strong attention to detail
- Demonstrated coding and billing knowledge/experience preferred
- Experience with the physician credentialing process is preferred

### **Certifications, Licenses, Registrations Required**

- Current drivers license and auto insurance

### **Physical Requirements/Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; occasionally required to stoop, kneel, or crouch. The employee is frequently required to sit for extended periods of time. The employee must regularly lift and/or move up to ten pounds, occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and adjust focus. The work environment is primarily an office setting.