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We are looking to hire a highly efficient revenue cycle manager to oversee all tasks assigned to the revenue cycle department staff. The revenue cycle manager's responsibilities include identifying patient reimbursement issues, ensuring that claims, denials, and appeals are efficiently processed, and resolving billing-related issues. You should also be able to code diagnoses and procedures correctly.

Responsibilities:

Implementing a system to ensure that accurate billing information is entered into the billing system.

Supervising the revenue cycle department in various duties, such as account management, communications with insurance providers, collections, cash posting, contract analysis, and billing.

Managing staff performance by providing regular feedback, performance reviews, and one-onone meetings.

Reviewing financial hardship applications.

Overseeing the hiring and training of staff.

Requirements:

Bachelor's degree in finance, business administration, healthcare administration, or related field.

Proficient in all Microsoft Office applications as well as medical office software.

Proven experience in healthcare billing.

Sound knowledge of health insurance providers.

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