



# Example of Manager, Revenue Cycle Job Description

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Our company is growing rapidly and is hiring for a manager, revenue cycle. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, revenue cycle

- Staffing meetings, discussions and planning/interviews
- Building strong personal relationship with key associates of executive clients
- Creating and executing account strategy to assure that we are aligned with partnership
- Achieving SLAs (service level agreements) with high level of client satisfaction, diagnosing client issues for full resolution with root cause analysis
- Providing knowledge and industry expertise to our key partners
- Reviewing working reports to proactively identify potential issues and participating in business reviews and regular face-to-face meetings in conjunction with service delivery or senior service delivery peer
- Responsible for consistent communication with assigned practices regarding improvements and/or deficiencies around revenue cycle performance
- Evaluating the clients billing needs
- Creating and educating customers on best practice workflow
- Responsible for content build in the software to ensure good billing workflows

## Qualifications for manager, revenue cycle

- Prior experience with auditing and internal controls review in a healthcare revenue cycle strongly preferred strong understanding of compliance issues,

- Possess in-depth knowledge of local health care rules and regulations, insurance company laws and regulations, including billing, coding and documentation requirements
- Demonstrated ability to lead multi-disciplinary teams through complex, medical, social and financial conversations
- Ability to analyze trends, develop and maintain performance goals and regularly provide information to senior management
- Must be able to demonstrate effective written and verbal communication skills, training and facilitation skills
- Demonstrated ability to provide superior customer service