



# Example of Manager, Revenue Cycle Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Identify internal and external opportunities (contract language, processes) to facilitate effective operations
- Work as a liaison between the overpayment resolution staff and other SSC staff
- Define the scope of the project in collaboration with senior management and transfer them into a project plan
- Establish improved systems functionality to ensure goals of RCM team are met
- Collaborate with IT department in support of billing processes and management reports
- Aid in test of system functionality prior to release of changes to production environment
- Document policy and procedures relating to programs
- Lead and facilitate meetings and team activities
- Report and escalate to manager as needed
- Adept in problem solving and resolving conflicts

## Qualifications for manager, revenue cycle

- Strong written and verbal communication skills and a strong affinity for customer service and dealing with people

- Ability to work and speak to (influence) all levels of leadership within client organizations, TPS
- Perform highly complex management-level duties supporting all aspects of revenue cycle and billing operations for the UW Medicine Reference Lab with responsibility for \$30M+ revenue annually
- Preauthorization Program, Registration, Claims, Payments & Credits, Insurance Follow-Up, Client Follow-Up, Patient Accounts & Inquiry, Revenue Cycle Reporting, Funds Flow Management
- 3+ years working in a client service, business development, or sales role