



# Example of Manager, Revenue Cycle Job Description

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Our growing company is looking 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

- Develops recommendations for departmental budget in consultation with the Director
- Monitors budget performance
- Authorizes purchase of office supplies and equipment under \$500.00
- Manages staff and has responsibility for hiring, firing, performance management, and results of the assigned area
- Approves PTO usage and overtime requests
- Assures that initial and ongoing training occurs for all employees
- Approves initiation of disciplinary proceedings for any subordinate, in consultation with Human Resources
- Solves difficult payment and associated Mount Sinai practices or network problems (whether Hospital or FPA based)
- Initiates and answers pertinent correspondence
- Prepare and communicate month end summary reporting schedules to hospital and corporate leadership

## Qualifications for manager, revenue cycle

- Must be detail oriented, organized, and have strong multitasking abilities
- Ability to demonstrate supportive relationships with peers, vendors, partners, and corporate/facility executives
- Experience with MS PowerPoint preferred

setting

- 3+ year years of medical billing experience preferred
- Knowledge of Medicare, Medicaid, commercial paper and electronic claims processing