



Example of Manager, Revenue Cycle Job Description

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Our company is growing rapidly and is looking to fill the role of manager, revenue cycle. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, revenue cycle

- Develop action plans and track progress towards successful implementation
- Develop deep understanding of company product offerings for effective communication with patients, payers, and clients
- Identify and communicates changes in regulatory environment
- Oversee the job functions of staff as it relates to the process flow and encourages ongoing skill development and hands-on problem solving within and outside the department
- Act in a proactive manner to identify issues, develop resolution and implement change within department/organization objectives
- Assists in the development of short and long term goals and objectives for the RCM Department
- Serves as the central point of communication for the Revenue Program
- Provides regular status reporting and issues escalation/resolution to the Access and Revenue Application Manager and Program Manager
- Responsible for the oversight of front office duties to include scheduling, check-in, and co-pay/co-insurance collection
- Lead engagements and analyze and document provider revenue cycle processes, while focusing on specific areas of concern identified by using current revenue cycle methodologies

Qualifications for manager, revenue cycle

- Ability to work independently part of an extended, cross-functional teams

- Minimum of two years' related supervisory experience preferred
- Billing, collection and posting experience
- Able to interact with providers and practice managers
- Intermediate to Advanced computer skills and proficiency in MS Word, Excel, Outlook, Database management/maintenance, and Internet usage