



# Example of Revenue Director Job Description

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Our company is searching for experienced candidates for the position of revenue director. 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 revenue director

- Improve resource consumption charging and documentation accuracy at each facility
- Coordinate and complete defense audits and other audit requests
- Reduce or eliminate incentives for audits by insurance companies
- Improve reimbursement of all outpatient services accounts through accurate coding and documentation
- Monitor coding and charge practices and provides departmental education to enhance charge capture and compliance
- Coordinate RAC workflow function from receipt of ADR letter through final appeal determination
- Provide management report and trending on RAC initiatives to the Post Payment Review Committee and Senior Management at each facility
- Responsible for dissemination of Local and National Coverage Determinations and collection of implementation action plans
- Coordinate Regional Revenue Cycle Committee
- Prepare written reports, statistical reports, forms, documents, surveys and other administrative items to document activities or to request approval for changes in services

## Qualifications for revenue director

- Design, manage, and execute certain key controls around revenue

- Drive the development of a project plan to implement the new revenue standard and responsibility for ensuring that the Company complies with all the requirements of the new revenue recognition standard
- Mastery of analysis and reporting in Microsoft Excel and other reporting tools
- Deep understanding of airline economics and revenue management science
- Proven ability to drive change and process improvement
- Must have experience meeting monthly, quarterly and year-end reporting deadlines