



# Example of Revenue Specialist Job Description

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Our company is growing rapidly and is hiring for a revenue specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for revenue specialist

- Coordinates, finalizes and defends patient account audits, reviews documentation for lost charges, has demonstrated ability to write compelling and successful appeal letters
- Compare clinical and financial records to ensure that the documentation provided supports the patient charges listed
- Develop relationships with medical providers and health plans to confirm adherence to P&P, guidelines, and continuum of care
- Collaborate with multiple departments to prevent vulnerabilities
- Continually keep abreast of technology changes, regulatory issues, and medical practice through ongoing training and self-directed research and share with others, accordingly
- Share ideas that offer process improvements and train others team members, accordingly
- Will conduct, coordinate, and notify medical records of external audits requested by outside agencies
- Attendance requirements are based on your current role and status of position (FT, PT or PRN)
- Analyzes weekly charge reconciliation reports in order to verify that departments have captured all charges, and compile findings in departmental charge capture performance reports
- Identifies any charge trends and utilizes this information to determine quarterly focused reviews of specific departments

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- Knowledge of Great Plains Accounting System a plus
  - Knowledge of RMI a plus
  - Basic knowledge of Accounting Rules/Terminology a plus
  - Some college and relevant work experience and/or training preferred
  - Bachelor's degree in Business or related field or 10 years related experience
  - Three years in Health Information Management or related HCPCS/CPT environment and/or three years in financial/healthcare reimbursement services