



Example of Revenue Specialist Job Description

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Our growing company is looking for a revenue specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for revenue specialist

- Coordinates with the Medical Auditor to review one department's chart documentation every two weeks to verify that the medical record documentation supports the charges billed, prepare a summary report of findings, and share with departmental leadership
- Coordinates with Medical Auditor to review accounts comparing the medical record and itemized bill to identify charging and billing weakness in the system
- Coordinates with CDM Coordinator regarding Medicare and other regulatory updates in order to educate departments and update CDM accordingly on a quarterly basis
- Works with PFS (Denials, Billing and 3rd Party) to identify issues related to denied charges for hospital services, and coordinates with CDM Coordinator to update CDM accordingly
- Meets with clinical departments, as needed, but at least every six months, to ensure service lines are capturing appropriate revenue
- Serves as a regulatory resource of Medicare, Medicaid, Medicaid OPPS reimbursement and other 3rd party billing rules and coverage through self-directed education and communication to departments
- Perform research and resolution duties associated with all deductions, check payment requests and credit types in a team environment
- Research and resolve competitive rate issues
- Research and resolve inventory issues
- Audit the content, rates, restrictions and other pertinent information for

Qualifications for revenue specialist

- Word processing and spreadsheet applications
- Serve as a liaison to corporate revenue integrity staff related to researching and communicating coding and technical requirements for clinical department's questions related to services, drugs and supplies
- Acts as a liaison between corporate revenue integrity staff and clinical departments for current initiatives and ongoing CDM maintenance
- Reviews CMS quarterly updates and pertinent program memorandums summarizing for manager and AVP
- Proactively assists clinical department managers in developing processes and procedures to validate timely and appropriate capture of all chargeable line items
- Proactively assist in resolving front end charging issues that have been identified from charge audit and CBO