

ELECTRA MEMORIAL HOSPITAL

Electra, Texas

JOB DESCRIPTION

JOB TITLE: Revenue Cycle Director

DEPARTMENT: Fiscal Services/Business Office/Administration

JOB SUMMARY: Provides support to Administrator/CEO, CFO, and Controller. Manages business office personnel, monitors patient accounts, verifies posting of charges, payments and adjustments, monitors collection follow-up. Must possess good verbal and written communication skills as well as computer skills. Reports to Controller.

JOB QUALIFICATIONS:

AEDUCATION: High school graduate or equivalent. Bachelor's degree preferred.

B. PERSONAL JOB-RELATED SKILLS: Knowledge of Medicare and Medicaid laws, rules, regulations and insurance filing requirements as well as laws pertaining to collection activities. Must be proficient in billing, coding, and accounts receivable follow-up, and have knowledge of general office duties. Must possess excellent communication skills and the ability to deal with disgruntled employees and patients, as well as outside collection agencies.

C. LICENSURE, REGISTRY, CERTIFICATIONS: None required.

D. EXPERIENCE:

1. **Prior Work Experience:** Significant and appropriate working knowledge of computer systems. One year experience in accounts receivable with healthcare insurance filing experience preferred.
2. **Technical Training:** None required.

E. PHYSICAL AND MENTAL REQUIREMENTS: Duties of position require clear understandable speech and the ability to hear. Long periods of sitting required. Also required is intermittent walking, sitting and standing. Some bending, stooping and reaching is required with the lifting of items up to a weight of 30 pounds. The ability to comprehend and follow written and verbal instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

B. MONITORING OF ACCOUNTS RECEIVABLE

1. Verifies all charges, payments and adjustments to patient accounts.
2. Reviews accounts receivable subsidiary ledger and assigns accounts to business office staff for follow-up.
3. Responsible for verifying that all accounts are receiving statements and generating monthly statements for processing.
4. Responsible for Bankruptcy filings and processing.
5. Generating weekly credit balance report and insuring credit balances are refunded, transferred, or adjusted.
6. Responsible for managing and assuring business office personnel meet monthly assigned Accounts Receivable targets and goals.
7. Generates reports on past due accounts as requested by administration.
8. Analyzes monthly accounts receivable.
9. Reviews all accounts submitted for collection action.
10. Responsible for closing accounts receivable cycle on a daily basis.

C. MANAGES BUSINESS OFFICE PERSONNEL

1. Maintains schedule of time off for business office personnel.
2. Monitors performance of business office personnel.
3. Assures appropriate training of business office personnel and gives monthly staff meeting.
4. Develops system of workflow to ensure most efficient use of employee time and processes.
5. Establishes positive working environment.
6. Other duties as assigned.