

Johnson Memorial Health Services

Job Description

Position:	Revenue Cycle Manager	
Department:	Business Office	
Reports To:	Chief Financial Officer (CFO)	
Days/Hours:	Full Time - 80 Hours per Pay Period	
FLSA Status:	Salary/Exempt	
Effective:	07/15/2019	Revised:

JOB SUMMARY

Provide system oversight of all operational processes which facilitate and direct the timely and accurate capture of the Revenue Cycle. This position is responsible for providing the strategic direction for and the oversight of the charge description master (CDM) and all Revenue Cycle and Health Information Management (HIM) functions including charge capture audits, charge education, HIM operations, coding, Revenue Enhancement, billing, collections, and patient and insurance receivables. The Revenue Cycle Manager oversees the process to disseminate regulatory changes to revenue department heads as related to charge capture.

EDUCATION/CERTIFICATES, LICENSES, AND/OR REGISTRATIONS

Education: Bachelor's Degree required. Educational focus in Business, Health Administration, Public Administration, Accounting, Finance, Management or related field preferred; or an equivalent combination of training and progressively responsible experience that will result in the required specialized knowledge and abilities to perform the assigned work, required.

Revenue Cycle Certification and/or RHIA - Registered Health Information Administrator (4 year)/RHIT – Registered Health Information Technician (2 year) is preferred but not required.

WORK EXPERIENCE

Minimum of five (5) years' experience working in healthcare is preferred. Must have 4-5 years of management experience, with knowledge in coding and billing.

INDUSTRY KNOWLEDGE

Knowledge of all aspects of healthcare revenue cycle functions, including registration, coding and documentation standards, billing and collection processes, as well as government and payer regulations. Must be flexible, analytical, understanding, able to work independently and make decisions that require initiative and judgment.

PERSONAL

Dependable, punctual, and regular work attendance. A high degree of professionalism regarding dress, language, demeanor, and overall manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Functions as liaison between revenue departments, Finance, Business Office/HIM, Quality and Compliance for any patient revenue related issues and facilitates resolution.
2. Oversees all Charge Description Master (CDM) functions, including running monthly reports of the chargemaster for audit purposes, maintaining a filing system for the monthly reports, running weekly charge capture reports, and creating benchmarks.
3. Creating methodology around chargemaster workflows, reconciliation, access, auditing, denial management, etc.
4. Responsible for monitoring regulatory changes. Monitors government payer rules including reimbursement, coding, bundling and billing to maintain compliance within the CDM and clinical departments.
5. Involved with all areas of Revenue Cycle. Develops policies and procedures related to revenue management.
6. work priorities, sets performance objectives and measures for team.
7. Oversees the development of and approves Revenue Cycle budget.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain confidentiality when dealing with all internal and external customers.
- Perform duties in a manner consistent with safety principles, and in compliance with all applicable laws, regulations, and standards associated with the position and organization.
- Must be flexible to change and have the ability to work effectively in a team environment.
- Complete required trainings mandated for position and for working at JMHS.

SUPERVISORY RESPONSIBILITIES (if applicable):

- Business Office and Health Information Staff

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%, "Frequently", 34% to 66%, "Continuously", 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit								X	
Stand									
Walk									

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			

Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull (# of lbs. 50)	X				

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		X			
11-24 lbs.		X			
25-34 lbs.	X				
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
<u>Hand Repetitive Movements:</u>	<u>Simple Grasping</u>		<u>Firm Grasping</u>		<u>Fine Manipulating</u>		<u>Comments</u>
	YES	NO	YES	NO	YES	NO	
Right Hand		X		X		X	
Left Hand		X		X		X	
Both Hands		X		X		X	

Does the employee's job require:			
<u>Activity</u>	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?	X		Occasionally company vehicle for meeting, etc.
Use of tools?		X	
Use of telephone?	X		Telephone is used daily in Patient Accounts

Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?		X	
Working alone?	X		
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?		X	
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?	X		
Weighing and /or measuring?		X	

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		
Outdoors		X	
At a desk or bench	X		100%
In a car or truck		X	
In an office	X		

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?		X	
Chemicals/respiratory hazards?		X	
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
	X		X		X

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	

Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, ☐do ☐do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____