



As a **Hospice/Palliative Care Revenue Cycle Manager**, you will supervise, manage, and/or perform daily billing and collection operations for Hospice and Palliative Care revenue cycle department.

What we offer our Hospice/Palliative Care Revenue Cycle Specialist:

- Full-Time Employment
- Competitive Salary
- Unlimited PTO
- Medical, Dental, Vision, 401K, Life Insurance, and Supplemental Insurance

Duties Include:

As a **Hospice/Palliative Care Revenue Cycle Specialist**, you will be:

- Maintains acceptable levels of client's financial performance in Days Sales Outstanding (DSO), Bad Debt expense, and Contractual expense as established and measured by management.
- Ongoing process improvement analysis; and implementation of system improvements.

All activities within the scope of the Billing Department including coding, charge/data entry, financial counseling, cash posting, insurance follow-up, and billing and collection of patient balances.

- Ensure Billing Department adheres to all federal, state, and local regulations as well as all company policies and contract requirements.
- Identifies, analyzes and addresses challenges and/or breakdowns in the revenue cycle process.
- Perform ongoing trend analysis of payer rejections and denials. Perform proactive audits on all recommended A/R write offs and present audit results to Executive Management.
- Collection rates, ongoing analysis and monitoring.
- Work with EHR vendor on Electronic Interchange (EDI) issues and system upgrades to maximize practice management system utilization.
- Collaborate closely with clients to contribute to cash reconciliation activities and to assist in the assessment of accounts receivable collectability and validation, including the writing off of bad debts.
- Assist with review of contracted rates versus reimbursements.

- Creates and develops reports to address agency needs; analyze information to identify trends or issues.
- Work in multiple EHR systems.

To qualified for a **Hospice/Palliative Revenue Cycle Specialist** with us:

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associate degree (Bachelor's Degree preferred) in related field required or equivalent education, training, and experience.
- Minimum 3-5 years' experience in billing and accounts receivable.
- Minimum 3-5 years' supervisory experience, preferably in hospice and/or home health care setting.
- Recent experience working with popular hospice/palliative billing software.