

## Revenue Cycle Management (RCM) Specialist 1

The RCM Specialist 1 is responsible for providing accurate and timely processing of claims and patient accounts to ensure maximum reimbursement for the organization. They will work closely with the RCM team to maintain a clean and compliant revenue cycle.

### Essential Job Requirements:

- ❖ Accurately and timely enter patient demographic and insurance information into the system
- ❖ Verify patient eligibility and benefits
- ❖ Submit clean claims to insurance companies electronically
- ❖ Follow up on denied and rejected claims to ensure timely resolution
- ❖ Monitor patient accounts receivable and follow up on outstanding balances
- ❖ Respond to patient inquiries regarding billing and insurance
- ❖ Maintain accurate and up-to-date records of all claims and patient accounts
- ❖ Participate in revenue cycle audits and compliance reviews

### Required Qualifications:

- ❖ High school diploma or equivalent
- ❖ 1-2 years of experience in revenue cycle management or a related field
- ❖ Proficient in Microsoft Office Suite 365
- ❖ Experience with home health and hospice electronic health records (EHR) systems a plus
- ❖ Strong attention to detail and ability to work independently and as part of a team
- ❖ Excellent communication and problem-solving skills

### Benefits:

- ❖ Competitive salary and comprehensive benefits package, including health insurance, dental insurance, vision insurance, front loaded paid time off, and 401k savings plan
- ❖ Opportunity to work in a dynamic and growing healthcare organization
- ❖ Professional development and training opportunities