



Neighborhood Health – Revenue Cycle Manager
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Revenue Cycle Manager to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Revenue Cycle Manager, you will:

- ✓ Provide the leadership, vision, and direction needed for all matters relating to the revenue cycle.
- ✓ Responsible for ongoing process improvement analysis and implementation of system improvements.
- ✓ Oversee the daily billing operations for Neighborhood Health and other organizational billing entities as developed.
- ✓ Perform internal billing audits to ensure coding compliance, charge capture, and reimbursement based on EHR documentation.
- ✓ Ensure that the initial credentialing and re-credentialing applications are processed successfully and timely through Medicare, Medicaid, and commercial insurance carriers.
- ✓ Provide ongoing training and education relative to regulatory and billing requirements and provide updates to all stakeholders.

Requirements:

- 3 to 5 years of experience in billing, A/R, CPT, and ICD-10 coding.
- Minimum of 2 years of supervisor experience.
- FQHC experience highly preferred.

Education Requirements:

- Bachelor's degree in a related field required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org