

Revenue Cycle Specialist (RCM)

Since 2001, Regent Surgical Health has been a leader in developing and managing successful surgery center partnerships between hospitals and physicians. We continually improve and evolve the ASC model based on changing market conditions to stay ahead of emerging trends. From this vantage point, our team has developed proprietary ASC ownership models that give both physicians and hospitals what they need to ensure long-term clinical and financial success.

Regent offers a comprehensive and competitive benefits package as one way to recognize our employee's contribution to the success of the organization and our role in helping you and your family to be healthy, feel secure and maintain a work/life balance.

Pursuant to the ADA, Regent will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other prohibited category set forth in federal or state regulations.

We are an equal opportunity employer.

POSITION SUMMARY

The Revenue Cycle Specialist responsibilities include, but not limited to: charge entry, payment posting, A/R follow-up, and denials management in accordance with the center's policies and procedures. In addition, the Revenue Cycle Specialist is responsible for maintaining the daily deposit log, accounts receivables aging report, and other reports as directed by the Revenue Cycle Supervisor or surgery center Business Office Manager.

DUTIES/RESPONSIBILITIES:

- Payment posting experience preferred but not required
- Charge entry and billing experience preferred but not required
- Knowledgeable of payer contracts and variances
- 3+ years of AR experience required including appeals and reconsiderations
- Payer portal and clearinghouse experience preferred
- Ability to multi-task in a fast-paced environment
- Strong time management and organizational skills

- Ability to work independently and prioritize monthly workflow
- Excel and technology knowledge is a plus
- Perform other duties assigned

Education/Experience:

- High school diploma or general equivalency degree (GED)
- Two years' experience billing/collecting in a healthcare setting
- Knowledge of health care operations
- Proficient computer skills

Preferred:

- ASC experience
- Full-cycle experience
- Microsoft Office Specialist certifications