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.

**Trainer, Audits, RCM**

**POSITION SUMMARY:**

The Trainer, Audits for Revenue Cycle Management (RCM) will be responsible for organizing and conducting training programs for the Revenue Cycle Management department. The Trainer, Audits RCM, will conduct and organize training for the utilization of systems and assist with specific process improvement initiatives within the Revenue Cycle Management Department that will drive both system and personnel efficiency. This role works closely with the Sr. Manager of Training and the VP of RCM.

**DUTIES/RESPONSIBILITIES:**

* Lead auditing and coaching exercises with RCM staff and centers to continuously improve skill sets
* Work with the leadership team and other senior staff to address specific training needs of staff and centers
* Engage in coaching, feedback and creating individualized performance improvement strategies for underperforming staff and/or centers
* Produce reports to indicate staff and center performance in collaboration with IT
* Identify overall training and development and trends and work with Sr. Manager of Training and Director of RCM to devise programmatic improvements
* Perform other duties as assigned

**KNOWLEDGE AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

* Leadership skills to effectively direct trainees and other department professionals while in a training class environment and ability to properly evaluate comprehension and application of subject material
* Superior professional verbal, written and interpersonal communication skills, including the ability to interact with all levels of leadership
* The training area is one of constant change. This position must be able to react positively to these developments and help lead the way forward to include new developments in training targeted to both new and existing employees
* Excellent written and oral communication skills are necessary to produce quality training programs
* Creative approach to deliver constructive feedback, coaching, and training to improve performance and employee engagement
* Meet and maintain regularly scheduled task deadlines, plus ability to manage urgent assignments
* Excellent technical writing skills for development, implementation, and maintenance of training documents

**Education/Experience:**

**Required:**

* Bachelor’s Degree or equivalent experience
* Three to five (3-5) years of training, lead, supervisor or project management experience
* Strong personal computer skills (Word, Excel, PowerPoint)
* Excellent interpersonal skills
* Skill in adult education
* Excellent presentation skills; written and oral
* Demonstrated analytical and problem-solving skills

**Preferred:**

* Experience within patient accounting or a related health care setting
* Skilled in coaching techniques and current practices
* Strong leadership, organization, planning and time management skills
* Strong ability to grasp new concepts and apply them.
* Strong ability to understand complex workflows and follow procedures
* Training experience or supervisory experience
* Technical competence in patient accounting systems
* Strong financial aptitude and business acumen