

# Christian Health Care Center

*Mission: Providing skilled health care services with compassion and love in Christ's name*

## JOB DESCRIPTION

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**TITLE:** Revenue Cycle Specialist  
**REPORTS TO:** Controller  
**FLSA STATUS:** Non-Exempt, Hourly

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### **JOB SUMMARY:**

This position is responsible for keeping accurate accounts receivable records. This includes the accurate billing to the appropriate party for all resident services as well as the collection of those amounts billed. Assists residents, families and/or responsible parties with accounting support.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provides a pleasant, positive and calm environment for residents.
2. Communicates and works smoothly with residents, families, supervisors, and co-workers.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Reports resident abuse according to CHCC policy.
6. Responsible for the monitoring and collecting accounts receivables involving all insurances, Medicare, Medicaid and private payers. Reports delinquent accounts to the controller and business office manager.
7. Sets up facility as representative payee for social security checks when requested by resident or responsible party.
8. Assists residents with their trust money deposits or withdrawals.
9. Collects all ancillary charges, balances and enters on computer for billing.
10. Assures all deposits are correctly entered into PCC.
11. Assure PCC is reconciled and closed by the 10<sup>th</sup> of each month.
12. Posts all receipts to the appropriate accounts based on facility policy.
13. Posts Medicare and state remittances. Provides analysis of Medicare revenue and expenses.
14. Serves as resource for estimating cost of stay for pre-admits to determine feasibility of admission.
15. Completes timely billing for Medicaid to Provider One.
16. Provides back-up to balance and make ready deposits in the cash drawer.
17. Maintains various accounting logs for year-end audit.
18. Sends private billing statements in accordance with facility policy.
19. Participates in claim triple check prior to billing.
20. Coordinates monthly review of aging.
21. Provides back-up to the receptionist as needed.

### **OTHER JOB FUNCTIONS**

22. Assists supervisor with special projects/assignments.
23. Assists in the support of company-sponsored events, activities, and functions.

### **WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with staff, demonstrating excellent communication skills. Incumbent must be able to effectively utilize computers and various software, computer printers, photocopier, telephone system (multiple line), 10 key, and fax.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Basic accounting and bookkeeping practices.
- Insurance billing practices such as Medicare, Group Health, Hospice and private insurance companies.

#### **Skill and ability to:**

- Excellent verbal and written communication skills, ability to establish and maintain constructive relationships with residents and their families, visitors and employees.
- Mathematical skills.
- Strong organizational skills and attention to details.
- Legible handwriting.
- Maintain high standards despite various deadlines and pressures.
- Proficient with various software including Microsoft Word, Excel, and Outlook.

#### **Education and Experience:**

- High school diploma or equivalent.
- One or more years' experience performing accounting/bookkeeping functions.
- Experience with insurance billing required.
- Combination of education and experience that qualifies the candidate for the position.

### **GENERAL PHYSICAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry general office supplies and equipment weighing up to 20 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*