



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Revenue Cycle Manager

Job Information

Job Type: Full-Time

Pay: \$45,000 per year; **includes state C.O.L.A.**

Program: Revenue Acquisition

Location: Muscogee County

Posting Date: 12/29/2022

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health
2100 Comer Ave.
Columbus, Georgia 31904**

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate's duties include, but are not limited to: Implementing and managing a system to ensure accurate billing information is entered into electronic health records; Providing training to program staff for entering/verifying financial information; Staying up-to-date on insurance policy rules and is the point-of-contact for questions related to insurance (what's covered by different insurances, who within the agency is paneled, etc.); Paneling/Credentialing agency staff for insurance panels and updating information as needed; Supervising a team of auditors who will ensure client charts are up-to-date prior to services being rendered; Efficiently manage patient complaints in respect of billing/collections; Have knowledge of diagnosis and procedure coding; Monitoring trends related to billing/authorization and data entry errors and reporting it to supervisor and program managers.

Minimum Qualifications:

A Bachelor's degree in finance, business administration, healthcare administration, or a related field. Proficient in all Microsoft Office applications, as well as medical office software. Proven experience in healthcare billing. Sound knowledge of health insurance providers. Strong interpersonal and organizational skills. Excellent customer service skills. The ability to work in a fast-paced environment.

Preferred Qualifications:

Medical Coding experience/certification. Supervisory experience

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The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.