



Unified Community Services is seeking applicants for a full-time **REVENUE CYCLE MANAGER**. The position will oversee the revenue cycle from client registration and scheduling to claims, billing, and collections.

Responsibilities:

- Supervise administrative staff while integrating with the clinical team to efficiently capture revenue.
- Guide operations for client intake, daily billing, coding reviews, denials management, payment posting, and collections.
- Ensure compliance with Medicaid, Medicare, HIPAA, payer regulations, and agency policy.
- Stay current to changes affecting revenue cycle to drive updates to electronic health record. Ensure accuracy through testing.
- Implement, train, and monitor policies and procedures affecting revenue cycle.
- Conduct audits to ensure adherence to all applicable regulations and policy.
- Monitor outstanding receivable and pursue timely collections.
- Track and analyze key performance indicators to the revenue cycle to assess performance and identify trends that may require attention.
- Prepare and deliver revenue cycle performance reports.

Qualifications:

Minimum Qualifications

- Bachelor's Degree in Business Administration, Healthcare Administration, or a related field.
- Minimum of 5 years' experience in business office environment.
- 3-5 years supervisory experience.
- Exceptional organizational, communication, and problem-solving skills.
- Ability to use initiative appropriately and make sound judgments.

Preferred Qualifications

- Coding Certification, Certified Professional Biller, Certified Specialist in Healthcare Revenue Cycle

Competitive salary and comprehensive benefit package, including Wisconsin Retirement System, health, life and disability insurance, training, and paid time off.

How to Apply: A Grant County Employment Application and job description may be obtained at www.co.grant.wi.gov (under employment opportunities) or by contacting the Human Resource Department at (608)723-2540. **Screening of applicants will begin immediately and will continue until the position is filled. Submit application, resume, and letter of interest to:**

Grant County Human Resources
111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813