



Revenue Cycle Specialist

Reports to: Revenue Cycle Director

Description: The Revenue Cycle Specialist is a member of the Revenue Cycle team that is responsible for the management of all business/financial related functions of the patient's visit and management of the Hospital's accounts receivables. The Specialist will be expected to perform and master various work assignments to accomplish the team's responsibility and applicable facility financial goals.

Requirements:

- High school graduate or equivalent.
- Working knowledge of medical terminology preferred.
- Working knowledge of insurance processing, CPT, ICD-10, co-pay and coverage verification processes
- Solid computer skills.
- Strong verbal skills to communicate information clearly with patient, family member, and insurance companies.
- Strong phone etiquette

Position Status: Full Time

Location: Granby and Kremmling