

Job Title: Revenue Cycle Associate

Department: Operations

Reports to: Office Manager

Job Overview:

The Revenue Cycle Associate is responsible for the oversight of the collection of outstanding balances. Using analytic software, the associate traces the financial trail of a patient from registration and surgery scheduling to the final payment of a balance. It is important for the Revenue Cycle Associate to be computer savvy, understand the claim cycle, and improve billing processes by automating duties. The associate must also provide insight into why claims have been denied as well as solutions to appeal claims.

Responsibilities and Duties:

- Post daily collections from lock box and credit card payments
- Download and process remits
- Balance daily collections for credit card payments and physical checks
- Post patient checks and prepare deposit slips for patient and insurance payments
- Post insurance payments and Health iPass payments
- Process Online Patient Payments
- Submit payment for vendor invoices
- Process refunds daily
- Balance bank accounts daily

Qualifications:

- College degree or three plus years of revenue cycle experience
- Competent computer knowledge
- Verbal communication and comprehension skills
- Punctuality in arrival and reliability in attendance
- Detail oriented and able to multi-task
- Ability to time manage



Working Conditions:

- 8 hours per day required, Monday through Friday
- Able to report to work on time
- Minimal overtime may be required when necessary
- Computer and office equipment used daily

Physical Abilities:

- Capability of working 8 hours per day
- Sitting at least 6 hours of the work day
- Sitting, standing and minimal lifting
- Ability to stay on task
- Repetitive hand movements (computer work)

This job description is not designed to be a complete inventory of the job duties, responsibilities and qualifications. It's designed to give the general nature and level of work to be performed by employees assigned to this position.

My signature indicates that I received a copy of my job description and understand the general nature of the job duties and responsibilities that comes with this position at Plano Orthopedic.

Employee Signature

___/___/___
Signature Date

___/___/___
Hire Date