

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:
Open Until Filled

Revenue Cycle/ Accounting Aide
Full time

Salary:
\$19.69 - \$29.78/hour
Depending on Experience

Modoc Medical Center is accepting applications for a full-time benefitted Revenue Cycle/Accounting Clerk. Under the direction of the CFO, the Revenue Cycle/Accounting Clerk is responsible for providing support to the revenue cycle and accounting processes at MMC and for acting as a liaison to various outsourced vendors.

Duties:

- Aid in resolving billing concerns or problems that the facility may encounter in a collaborative manner with outsourced vendors, in collaboration with the Patient Financial Services Representative, Revenue Cycle Coordinator, and Medical Records or other departments. Provide timely and accurate follow-up as necessary.
- Facilitate resolution of communication log issues or other communicated issues between outsourced vendors and the Facility.
- Gather and analyze data related to revenue cycle performance and identify opportunities to improve clean claims rate, denials rate, data entry accuracy, and other components of the revenue cycle process.
- Provide training to staff members involved in revenue cycle processes that are identified as opportunities for improvement to ensure sustained process improvement.
- Back fill Revenue Cycle Coordinator functions when assigned to do so as a member of a cohesive team or cover accounting coworkers' tasks if necessary. Cross training provided.
- Operates within the confines of policies and procedures in resolving billing concerns and applying discounts.
- Compiles regulatory reports as required and amends reports if necessary. Includes preparation work papers for audits and cost reports.

Requirements:

- Minimum 2-year accounting degree or equivalent combination of education and two-three years' experience in accounting including budgets, A/R, A/P, GL reconciliations, payroll, bank deposits in healthcare business office setting preferred.
- Have knowledge of billing, insurance, and collection procedures. Knowledge of Medicare and Medi-Cal coverages is an asset.
- Proficiency in Microsoft Office Excel, Word applications and 10-key.
- Ability to work with others, at all levels within the organization, and collaborate effectively.
- Above-average interpersonal, problem-solving, and written and oral communication skills
- Must be able to maintain confidentiality of sensitive data.

Application Process: Apply on-line at: www.modocmedicalcenter.org

Modoc Medical Center - Human Resource Department
P.O. Box 190 – Alturas, CA 96101