

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing Date:**  
Open Until Filled

**Revenue Cycle Director**  
**Full Time**

**Wage Rate:**  
Dependent on Experience  
**Salary: \$79,331.20 - \$119,995.20**  
**annually**

Modoc Medical Center is accepting applications for the Revenue Cycle Director position. Under the direction of the CFO, the Revenue Cycle Director is responsible for the revenue cycle processes at MMC. Ensuring that MMC is appropriately reimbursed for all services provided within regulatory and contractual guidelines.

- Develops and implements goals, objectives and productivity targets incorporating strategic imperatives. Reviews, reports on progress, and revises as necessary.
- Keeps current on reimbursement and billing issues. Implements the changes in the district's current practices. Acquires and maintains thorough knowledge of Federal and State legislative and administrative action affecting reimbursement; disseminates acquired knowledge to Revenue Cycle team.
- Establishes and monitors auditing and billing office policies to ensure maximum reimbursement. Recommends, and implements policies and procedures as needed to maximize reimbursement for all services rendered in compliance with established third party guidelines.
- Establishes and implements controls to ensure accurate, timely, and appropriate submission, billing, and payment cycles.
- Coordinates with the internal quality team to review, determine the root cause(s), and remediate quality issues; ensures implementation of performance improvement plans to ensure compliance with all applicable standards.

**Qualifications & Job Requirements (but not limited to):**

- Bachelor's degree in Health Information Management, Health Care Systems Administration, Finance, or Business related field is required.
- Current standing as a Certified Healthcare Finance Professional (CHFP) or Certified Revenue Cycle Representative (CRCR) preferred.
- Minimum 5 years' supervisory or leadership experience is required.
- Comprehensive knowledge and understanding of the revenue cycle, with particular emphasis on Critical Access Hospital (CAH) and Rural Health Clinic (RHC) billing is preferred.
- Demonstrate knowledge of National Uniform Billing Committee (NUBC) requirements.
- Proficiency in Microsoft Office applications.

**Application Process:**

Apply on-line at [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)  
Modoc Medical Center - Human Resource Department  
P.O. Box 190 – Alturas, CA 96101