

REVENUE CYCLE AIDE

Full-Time | Day Shift | On-site

Wage: $21.07-$30.77/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Revenue Cycle Aide in our Revenue Cycle Department. This position supports accounting and revenue cycle operations, including billing, reporting, and coordination with outside vendors. The role requires attention to detail, knowledge of financial processes, and the ability to resolve billing concerns. Organization, confidentiality, and strong communication are essential for success in this role.

Responsibilities

- Assist with billing issues and vendor communications
- Analyze revenue cycle data and identify improvements
- Monitor claim accuracy, denials, and billing processes
- Support accounting procedures and financial reporting
- Prepare regulatory reports and audit documentation
- Assist with staff training and process improvements
- Provide cross-coverage for revenue cycle and accounting staff

Qualifications

- Two-year accounting degree or equivalent education and experience
- 2–3 years of healthcare accounting experience preferred
- Healthcare billing and revenue cycle experience preferred
- Proficiency in Microsoft Excel, Word, and 10-key
- Strong organization, communication, and problem-solving skills

Benefits (Full-time positions)

- Relocation Assistance up to $5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/ dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
P.O. Box 190 • Alturas, CA 96101

Revenue Cycle Aide
Updated: November 5, 2026

Modoc Medical Center is an Equal Opportunity Employer