

CANOPY PARTNERS

JOB POSTING

JOB CLASSIFICATION: Associate VP of RCM STATUS: Full Time

NUMBER OF VACANCIES: 1 HOURS: M-F

DEPARTMENT: RCM SUPERVISOR: CEO

JOB DESCRIPTION/REQUIREMENTS/QUALIFICATIONS:

- Leads, manages and improves revenue cycle team, processes, policies and procedures, and technologies to ensure they are developing, building and complying with a clearly defined, effective revenue management approach consistent with the overall mission and strategic growth plan of Canopy Partners.
- Oversees the management and continuous improvement of the operational standards and execution in the above listed functions to positively impact the overall collection, financial yield, cost of collection, accounts receivable days, and the service experience throughout.
- Define, implement and manage clear quality and productivity standards across the operations for all on and off-shore resources
- Researches, develops, and applies proven financial, workforce, and process management principles and methods to optimize the revenue cycle. Monitors the local and national emerging and best practices associated with Revenue Management. Constantly reviews and evaluates the effectiveness and efficiency of revenue cycle operations and recommends and guides modifications as conditions change
- Defines and implements pricing strategies, complete and accurate coding strategies, and payer-specific collection strategies
- Completes or contributes to the completion of various financial forecasts and plans, including annual budgets, annual capital needs, month-end financial reporting, receivables levels (days in AR and aging), cost center productivity, and input to long-range strategic plans.
- Works with business unit executives and other functional area executives to develop a strategy that drives continuous business process improvement for growing revenue and mitigating denials
- Defines and implements vendor strategy. Cultivates and manages strong revenue cycle external contracts/relationships, performance and service levels, including functions outsourced, core technologies, specialty recovery vendors and collection agencies
- Provide useful RCM information by preparing a variety of custom reports, relative to specific inquiries.
Meet governmental and contractual obligations and standards through oversight of coding compliance measures for RCM services.
- Promote a culture that reflects the organization's values, encourages good performance, and enhances productivity by developing, mentoring, and managing the RCM Team.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS: (Education, Training Required)

Job duties require a Bachelor's Degree from a four-year college or university; or seven to ten years related experience and/or training; or equivalent combination of education and experience. At least three years of experience in managing multiple, medium to large, cross-functional teams or projects, and influencing senior level management and key stakeholders. Advanced computer skills and proficiency in Microsoft Office – Word, Excel, PowerPoint; knowledge of ADT/Billing Information Systems required.
