

**HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER**

**PFS-3**

**Posting Date:** 03/23/23

**EMPLOYMENT OPENING**

**Department:** PATIENT FINANCIAL SERVICES  
**Position Opening:** Revenue Cycle Systems Analyst

**Salary Range:** \$27.00 – 33.00 per hour

*The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement*

**Position Summary:** The Analyst provides oversight and support for Revenue Cycle integrity and workflow processes using data analytics. The Analysts assures all established billing, systems, and process requirements have been met in order to ensure timely and optimal reimbursement. Through the analysis of key performance indicator data, the Analyst works to improve Revenue Cycle production and efficiency. The Analyst recommends changes that will positively impact the Revenue Cycle and help the Hospital operate according to industry benchmarks and meet A/R performance goals and productivity.

**Job Requirements:** Required: Four years of experience exhibiting advance performance in physician and hospital billing revenue cycle; Ensure optimal billing methods that meet with billing compliance standards; Knowledge of State and Federal billing regulations and guidelines; Report creation and presentation skills; System Administrator functions for configuration of billing systems preferred; vendor management; 10-key by touch; demonstrates good computer skills; Proficient in Microsoft Word, Excel, and Outlook; Ability to train, motivate and direct staff members. Professional attitude and appearance; Accuracy and attention to detail; Ability to prioritize and work independently with minimal supervision; Ability to handle and resolve difficult situations with tact and efficiency; Ability to deal with stress in a positive manner; Effectively communicate both written and verbally; Advance knowledge of third-party insurance; Familiarity with insurance plan types; Excellent knowledge of Government Programs to include; Medicare, CPT, ICD Coding/Reimbursement, and Medicare F&A; Excellent knowledge of Medicaid and TriCare programs; knowledge of revenue cycle systems; MediTech; Data analytics, system performance and or accounting; experience with root-cause analysis and lean processes; and medical terminology skills.

**Time Schedule:** Full Time: XX 1.0 FTE 8:00am-4:30pm Mon-Fri  
Part Time \_\_\_\_\_  
Per Diem: \_\_\_\_\_  
Temporary: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**APPLY NOW**

Or

*Office is open to accept applications Monday through Friday 8:00am-4:30pm*