

## ***Revenue Cycle Director***

### ***Position Qualifications***

- Must be available for 90%-100% travel
- Minimum of 5 years experience in a Hospital Revenue Cycle Director level position
- Complete understanding of hospital accounts receivable
- Experience with Policy and Procedure development and implementation for business office, admitting office, HIM department and/or any other department affecting the revenue cycle
- Experience with revenue cycle detailed assessment plan and implementation of assessment plan
- Ability to develop or revise a productivity measure for the hospital billers, collectors, and admitters
- Proven ability to decrease A/R
- Proven ability increasing cash flow
- Proven ability reducing days in A/R

### ***Technical Skill Set***

- Proficient in Microsoft Word and Excel
- General knowledge of patient accounting systems

### ***Desirable Personality Traits:***

- Organized
- Ability to work independently
- Flexible
- Ability to handle deadlines
- Team player
- Dependable
- Good verbal and written communication skills
- Professional and ethical behavior
- High Energy

