



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Job Announcement

Position:	Revenue Cycle Manager
	Full-Time with Benefits
Hours:	Monday – Friday, 8:00 AM to 5:00 PM
Worksite:	Santa Rosa
Department:	Finance
FLSA Status:	Exempt
Reports to:	Chief Financial Officer (CFO)
Salary Range:	\$69,700.00 to \$104,600.00 per annum DOE
Application Closing Date:	Open Until Filled

Job Purpose: The Revenue Cycle Manager is responsible for the management and oversight of the revenue cycle process to include coding, billing, eligibility, payment posting, denials, receivables management, and credentialing. The individual will be key in establishing best practices and implementing EHR technology enhancements to support a distributed billing model. This position will leverage indirect relationships with each Department Director to standardize processes and improve results.

The Revenue Cycle Manager will lead the revenue cycle operations of the Sonoma County Indian Health Project, Inc., under the direction of the Chief Financial Officer. The Revenue Cycle Manager must have the ability to analyze financial and operating information to facilitate department and organizational decision making. Must have the ability to present findings and train large groups of people and possess the ability to work with a multi-disciplinary team.

Qualifications:

- Four-year college degree in Healthcare Administration, Business, or related concentration plus 3 years of progressively responsible experience in a health care setting.
- Certified Professional Coder-CPC or Registered Health Information Technician-RHIT certification acceptable with 5 years supplemental experience.
- Five (5) years of management experience.
- Knowledgeable in ICD-10 and CPT4/HCPCS coding.
- Experience in growing healthcare environment, with preference given to Tribal Health experience.
- In depth knowledge of billing and insurance industries, including reimbursement, billing, coding, and contracting in managed care.
- Possess strong computer skills, specifically Microsoft excel and practice management software.
- Requires good judgment and prioritizing, with a focus on results.
- Effective communication and customer service skills.
- Ability to work unsupervised and self-directed with limited oversight.
- Must pass a pre-employment drug screen, physical and background investigation.

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background.

Apply to: Sonoma County Indian Health Project, Inc.

Attn: Human Resources Manager

144 Stony Point Road, Room 2209, Santa Rosa, CA 95401

Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org

Employment Application available online at: www.scihp.org/human-resources

When applying for Indian Preference, attach valid proof of eligibility

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4641.