

Revenue Cycle Manager

Desert Senita Community Healthcare is seeking a Revenue Cycle Manager to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

- High school diploma or GED, additional training beyond High School preferred.
- Minimum of three years of directly related experience preferred

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Commercial insurance and managed care insurance terminology NT Windows Microsoft Office Applications (specifically MS Word and MS Excel).
- Proficient knowledge in Medicare & Medicaid rules and regulations Managed care contractual agreements.
- Third party payer protocols.
- Ability to work in a fast-paced environment and deal with stressful situations with resourcefulness and initiative.
- Ability to accept training, instruction and change with a positive attitude is essential.
- Courtesy, technical skills, professionalism, interpersonal skills, and maturity are required.
- Ability to earn the confidence and trust of peers as a chosen leader.
- An understanding of CPT and ICD-10 Coding.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.