



EMPLOYMENT OPPORTUNITY

Revenue Cycle Supervisor

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Revenue Cycle Supervisor to work as a critical part of its Revenue Team.

Position Responsibilities

- Supervise the daily operation of the revenue cycle and account receivables.
- Supervise the Reimbursement Specialists staff.
- Supervise the transmission of billing for Medical, Behavioral Health, Dental and Ancillary services.
- Supervise the downloading remittances from various insurances portal systems.
- Supervise the posting manual and electronic payments into Practice Management system.
- Supervise the reconciling remittance vouchers against transmissions and EOB's.
- Supervise the collecting, posting, and managing account payments daily.
- Supervise the auditing claims before processing insurance for reimbursement.
- Tracks and reconciles receivables against transmission batches.
- Managers rejected billing and re-submission of claims for Medicaid, Manage Care Organizations, and third-party insurances.
- Generates monthly reports to track collections.
- Research trends in claims rejections may have an impact on maximizing clinic revenue.
- Identifies front-end issues and resolves with source in an effective and expedient manner.
- Follows and reports status of delinquent accounts.
- Supervise and performs various collection actions including contacting patients by phone, correcting and resubmitting claims to third party payers.
- Verify overpayments, collect data, making adjustments, reversals and clear up any discrepancies.
- Serve as liaison with insurances on billing issues.
- Serves as the Director of Revenue Cycle back-up.
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.
- Works on Paycom to review timecards/evaluations are done in a timely manner.

Knowledge, Skills, and Abilities

- Bachelor's degree preferred
- Three years of patient billing experience, preferably in a nonprofit medical setting or a Federally Qualified Health Center (FQHC) required
- Three (2) years of patient billing experience, preferably in a nonprofit medical setting or a Federally Qualified Health Center (FQHC). Experience with computerized medical billing required.
- Bilingual (English/Spanish) ability is required
- Coding and billing training preferred





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Compensation and Benefits

Staff benefits include a minimum of 23 days of PTO, 9 Holidays, medical expenses covered on an average of 68%, dental, vision, short-term and long-term disability, life insurance, 403(b) plan, Employee Assistance Programs, recognition of the importance of work-life balance, and hybrid positions as applicable.

Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at hr@iwsfamilyhealth.org by DATE.

