



Revenue Cycle Supervisor opportunity located in Emeryville, CA

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric and Maternal Fetal Medicine clinics located throughout the San Francisco Bay Area.

POSITION SUMMARY:

The Revenue Cycle Supervisor assists the Manager/Director in the ongoing development and performance of the revenue cycle team in the day to day operations. The position also works as the subject matter expert in professional coding education and compliance.

Responsibilities:

- Professional Coding
 - Evaluation and analysis of coding and billing for all professional services. 5 + years of work experience as a Medical Coder and CPC certification. Professional experience in OB-GYN, Allergy & Asthma, and/or Pediatrics, Adult Medicine preferred.
 - Audit and educate clinical operations/providers of appropriate use of codes and documentation.
- Professional Billing
 - Assist in timely WQ resolution in all areas
 - Develop ways to reduce errors and/or meet other organizational targets as implemented.
 - Support and perform billing functions including claims errors and rejections, payment posting and processing of refunds and recoupments, appeals follow-up and claims rejections and submissions as needed.
- Staff Supervision
 - Monitor and educate staff accordingly to meet quality and quantity of work standards.
 - Utilize reports and other tools to communicate and monitor metrics.
- Quality responsibilities:
 - Maintain 98% accuracy of job duties.
 - Stop in the face of uncertainty and take time to resolve situation.

Other:

- Shares and seeks knowledge and provides feedback to others.
- Partners with all team members to achieve goals.

- Demonstrated ability to inspire and motivate others and work effectively through influence and collaboration.

Essential Functions:

A. Productivity/Efficiency:

- Works collaboratively with colleagues to ensure provision of work products that meets quality and quantity expectations.

B. Critical and Analytical Thinking:

- Possess the ability to analyze situations and strategize solutions.

C. Technical Skills:

- Strong computer skills especially in Excel, Microsoft Office tools also required.

D. Communication (Oral and Written):

- Excellent verbal and written communication skills.
- Ability to demonstrate diplomacy in communication and use conflict resolution techniques.

E. Professional Accountability:

- Engages in teamwork and collegial collaboration among all team members.
- Maintains positive working relationships with UBCP colleagues, and others.
- Ensures work product meets defined quality, quantity and timeliness expectations.

F. Quality and Service:

- Monitors and addresses potential risk management and quality issues in a timely manner.
- Addresses quality and quantity requirements in an effective and timely manner.
- Maintains standards of service, productivity, safety, and security.
- Participate in initiatives to achieve performance on quality metrics set forth by the organization.

G. Other Job Functions:

- Performs other duties as assigned.

POSITION REQUIREMENTS:

Skills:

- Computer (Explorer, Excel, Word, Outlook, EPIC [or other EHR software]).
- In depth knowledge of CMS billing regulations and CPT coding guidelines of the American Medical Association.
- Work independently and demonstrate critical thinking.
- Excellent organizational skills.
- Good communication skills both verbal and written.

Ability:

- Ability to multi-task and work independently.

Education:

- High School/GED

- Associates or Bachelor's degree strongly preferred
- Minimum CPC certified

Knowledge:

- High level knowledge of professional coding, auditing, and training. Knowledge of Federal, State and commercial carrier's coding and billing standards.

Experience:

- Minimum 5 years of professional physician based coding and billing.

ADDITIONAL INFORMATION

A. Working Relationships/Contacts:

- Initiates and maintains communication with Manager and colleagues on critical issues.
- Initiates and maintains effective working relationships with UBCP colleagues and other people with whom the incumbent must interact to perform their responsibilities.
- Respects and is sensitive to cultural diversity, safety and security of physical environments, teamwork, and demonstrates respect for others.

The essential functions listed are typical examples of work performed by incumbents in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Employees may also perform other duties as assigned.

We offer a competitive benefits package including a very generous 401(k) and Paid Time Off (PTO) plans.

It is the policy of UCSF Benioff Children's Physicians to provide equal employment for all qualified individuals; to prohibit discrimination in employment because of race, color, creed, religion, marital status, sex, sexual orientation, gender identity or expression, ancestry, national origin, age, medical condition, disability or status as a veteran or a disabled veteran. Equal employment opportunities apply to every aspect of UBCP's employment policies and practices.