



**Choctaw Health Center**  
**Administration**  
210 Hospital Circle  
Choctaw, MS. 39350-6781  
(601) 389-4250

**JOB ANNOUNCEMENT #561105**

**POSITION TITLE:** Revenue Cycle Manager  
**SALARY:** Grade 14  
**SUPERVISOR:** Director of Financial Services  
**LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full Time/Exempt  
**OPENING DATE:** **AUGUST 27, 2021** **AUG 27 2021**  
**CLOSING DATE:** **SEPTEMBER 10, 2021 OR UNTIL FILLED**

***Mission Statement:*** *The Mission of the Choctaw Health Department is to raise the health status of the Choctaw people to the highest level possible.*

***Vision Statement:*** *Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.*

Come make a difference! The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indians Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 10,000 members of the tribe's population across a 10-county area in Central Mississippi. It is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

**SCOPE OF SERVICE**

The position of the Revenue Cycle Manager is assigned under the general direction and supervision of the Director of Financial Services, Choctaw Health Center, or designated individual. The purpose of this position is to serve as Advisor to Director of Financial Services

and Senior Leadership with a focus on driving financial improvement within the organization. This position is responsible for maintaining all revenue collected and by reviewing and monitoring inaccuracies. The Revenue Cycle Manager is to adhere to all guidelines and policies and is expected to perform all duties with the highest degree of confidentiality.

**DUTIES AND RESPONSIBILITIES:**

1. Assist key decision makers in forming an objective and accurate view of operations and services and opportunities by analyzing financial information, interpreting trends and metrics.
2. Complete various projects related to the measurement, forecast and reporting of critical financial results. Use advanced computer techniques to retrieve and analyze data and present results to management.
3. Work closely with the Director of Financial Services (DFS) in developing and implementing effective solutions for collections.
4. Develop and complete pro formas for new and existing programs/service lines, to include documenting methodologies and assumptions needed to perform analysis of volumes, revenue, and expense; including financial liabilities from Purchased Referred Care.
5. Develop and maintain multi-year financial forecasting with sensitivity analysis.
6. Prepare budget modifications, statistical and financial reports; distributes reports to supervisory personnel; and maintains the safety and security of all financial records and reports.
7. Assist DFS during the annual operating budget cycle and oversee monthly variance analysis.
8. Develop monthly finance committee presentation for Director of Financial Services (DFS) with in-depth analysis and assessment of operational and financial performance.
9. Oversee organization's operational improvement plan and workforce productivity reporting.
10. Support strategic plan development and implementation to include demographic, utilization, market share and physician referral patterns.
11. Support Senior Leadership during strategic planning with the development of business cases to ensure all critical issues are identified and addressed.
12. Manage the revenue cycle departments, implementing new business lines and integrate business and regulation changes.
13. Collaborate with Programs to implement revenue cycle changes in policy and regulation.
14. Develop reimbursement analysis for reporting and/or audit.

15. Closely monitors all accounts receivables associated with collections.
16. Assure all accounts payable for the Choctaw Health Center are processed in a timely fashion. This includes obligating purchase orders against the appropriate fund by department in the computerized Budget Tracking System, processing purchase orders for approval, and distributing payment to vendors for the IHS, M&M, Tribal Revenue, GHF, USET, and OEH&E funds.
17. Maintain vendor filing systems for the IHS, M&M, Tribal Revenue, GHF, USET, and OEH&E funds to assure accurate and timely processing of payment.
18. Maintain professional and technical knowledge by staying abreast of changes regarding collection process.
19. Serve as the contact for problem solving related to questions and/or issues regarding monthly collection reports, CHEF, etc.
20. Develop statistics and reports based on information retrieved monthly.
21. Ensure CHC meets key financial performance indicators during adoption of any new electronic platform or software solution at various critical implementation phases.
22. Assist in preparing financial reports as needed.
23. Troubleshoot claim issues.
24. Contribute to team effort by accomplishing related results as needed.
25. Maintain the strictest confidentiality in accordance with all HIPAA guidelines/regulations.
26. Assist in special projects as requested.
27. Other duties or projects as assigned in support of the Director of Financial Services and/or at the direction of the Health Director.

**WORK ENVIRONMENT:**

Work is performed primarily in an office setting.

**PHYSICAL DEMANDS:**

The work involves computer work at terminal, walking, standing, carrying of light items.

**QUALIFICATIONS:**

1. A Bachelor's degree of science in a field with an emphasis on statistical and analytical skills, such as math or computer science and five (5) years of experience in data analytics is required.

2. Must have a minimum of four (4) years' experience in a director level position with at least two (2) years of progressive supervisory experience to qualify for position.
3. At least two (2) years of experience with financial application in the healthcare environment is preferred. This includes having knowledge of Centers for Medicare and Medicaid (CMS) Guidelines.
4. Ability and willingness to assume responsibility for accuracy and timeliness of work product.
5. Experience in the operation of office machines and computers.
6. Ability to work independently and to carry out assignments to completion with minimal instructions.
7. Must be detailed oriented, possess excellent organizational, time-management skills, and an analytical mindset with good problem-solving skills.
8. Must possess excellent verbal and written communication skills.
9. Must possess a valid Mississippi Driver's license, reliable transportation, and vehicle liability insurance.
10. Successful completion of criminal background investigation and pass a pre-employment drug test.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**CONTINUING EDUCATION REQUIREMENTS:**

The management and leaders of Choctaw Health Center supports education and training designed to maintain and improve the knowledge and skills of all employees throughout the facility.

**CHOCTAW HEALTH DEPARTMENT PROPERTIES ARE TOBACCO FREE.**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

FOR MORE INFORMATION CONTACT:

Human Resources Department  
Tribal Office Complex  
P. O. Box 6010-Choctaw Branch  
Choctaw, MS 39350