

Employment Opportunities

EO-510

February 10, 2025

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at: www.leadingagewi.org/services-education/employment-opportunities.

EO-1110 Revenue Cycle Specialist – Kaukauna, Wisconsin

JOB TITLE: Revenue Cycle Specialist	STATUS: Non-Exempt	
RESPONSIBLE TO: CFO	APPROVED BY: Human Resources	DATE: October 2024
DEPARTMENT: Finance	PAGE 1 of 3	

PURPOSE OF POSITION: Prepares and maintains client billing records, files insurance claims and assists in managing and procuring Accounts Receivable.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Follows CMS guidelines and remains current on all internal and external billing policies and procedures related to Medicare and Medicaid including eligibility and enrollment requirements and other insurance programs.
2. Verifies insurance eligibility and benefits and obtains authorizations and enters client information and other billing data including management of census tracking with accuracy to prevent reimbursement delays.
3. Understands and completes monthly billing for Medicare A & B, Medicare Advantage, Private pay, Medicaid, Hospice, and Insurance programs along with ancillary charges including but not limited to transportation, supplies, meal plans, etc.
4. Reconciles accounts receivable and compiles medical records request with a basic knowledge of medical terminology.
5. Assists clients and/or family members with questions regarding bills, works with clients prior to discharge to secure payments and rectifies unpaid accounts and documents appropriate notes in the financial record.
6. Maximizes the capabilities of the billing software in order to deliver accurate and timely statements/claims to responsible parties.
7. Posts payments, maintains cash boxes and completes deposits.
8. Prepares and maintains appropriate resident trust fund transactions and reports and prepares account statements and month end reports.
9. Assists with coverage for receptionists and other business office duties as assigned.

10. Follows established fire/disaster safety policies and procedures; participates in fire drills and disaster evacuation plans as needed. Follows established safety precautions when performing duties and when using equipment and supplies.
11. Participates in meetings/training as requested by CFO
12. Follows appropriate chain of command and does not contribute to unproductive actions. Complies with departmental and organizational policies and procedures and acts in accordance with SPES Corporate Integrity Program.
13. Notifies appropriate personnel of defective equipment and any repairs or supplies needed.
14. Maintains confidentiality of position per HIPAA security and privacy regulations.
15. Identifies with, shares in, and is committed to the mission, core values, and objectives of St. Paul Elder Services and its Sponsor, the Franciscan Sisters of Christian Charity.
16. Demonstrates knowledge of and adheres to all infection control procedures including proper hand washing techniques, standard precautions, etc.
17. Completes miscellaneous duties as assigned.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Activity Description	Rarely 5 - 10% of shift	Occasional 11 - 40% of shift	Frequently 41 - 75% of shift	Continual 76 - 100% of shift
Walking	X			
Stairs	X			
Bending at the waist	X			
UPPER EXTREMITY MOTION				
Reaching above shoulders	X			
Reaching at mid level			X	
Reaching below waist	X			
Repetitive use of hands/fingers (keyboard)			X	
LIFT/CARRY				
Items 10 – 25 pounds	X			

QUALIFICATIONS REQUIRED:

- A. EDUCATION:** Associates Degree in Business or Accounting fields; and/or experience in billing operations in long term care or healthcare related field, preferred.
- B. EXPERIENCE:** Prior billing experience required.

Prior experience in elder care organization desirable.

Proficient with MS Office as well as accounting and billing software is required. Familiarity with medical terminology a plus.

C. OTHER:

Protects the dignity of those we serve in all interactions.

Listens and responds to the input of others in a manner that creates an environment of mutual appreciation and respect. Maintains clear communication.

Displays a positive, hospitable and professional image of St. Paul Elder Services at all times. Anticipates and meets customer needs.

Practices outstanding work ethics and demonstrates integrity in all work. Is able to prioritize work based on departmental need.

Contributes to team efforts through respect, trust, honesty and mutual support.

Possesses critical thinking skills and is able to research and resolve financial problems related to billing.

This job description is not intended to be all-inclusive. The associate will also perform other reasonably related duties as assigned by his/her supervisor or other management.

Interested applicants can apply online at: <https://careers.stpaulelders.org/>