

Job Title	Revenue Cycle/Human Resources Coordinator
Annual Salary	Commensurate with qualifications and experience
Reports To	Revenue Cycle/Human Resources Manager
Travel Requirements	None
Type of Position	Regular full-time with benefits
Overview	The Revenue Cycle and HR Coordinator will work under the direction of the Revenue Cycle and HR Manager. The Revenue Cycle and HR Coordinator will assist the Revenue Cycle and HR Manager with recruitment, maintain employee records, assist with accounts payable and payroll processing and provide administrative support to all employees; provides accounts receivable and patient billing support.
Minimum Skills, Experience, and Educational Requirements	<ul style="list-style-type: none"> • High school diploma or equivalent. • At least 1-3 years of experience. • Exceptional interpersonal, written, and verbal communication skills. • Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers. • Strong proficiency in MS Office (Excel, Microsoft Word, PowerPoint, and Outlook) and QuickBooks. • Creativity and strong problem-solving skills. • Strong task and time management skills. • Demonstrated ability to work independently and handle related tasks and projects. • Experience in the health care field is preferred.
Responsibilities	
<ul style="list-style-type: none"> ▪ Maintenance of Accounts Payable entry and processing, assists with bi-weekly payroll. ▪ Offers patient billing support to our billing processor, CHMB. ▪ Process and maintain a record of the requests for refunds to patients. ▪ Support Rev Cycle/HR Manager, CFO, and CCO with Provider Credentialing, maintains up to date records/files and manages timely professional certification and re-certification schedule and related documentation. ▪ Assists Rev Cycle/HR Manager, CFO and CMO with provider insurance enrollment and renewal for reimbursement purposes. ▪ Promote and facilitate effective and clear communication among all members of the staff. ▪ Contributes in the development of reports, preparation of information/ documentation for the Board of Directors, Committees, sub-committees and other meetings as requested by the Rev Cycle/HR Manager and CFO ▪ Aids the Rev Cycle/HR Manager with a variety of recruitment, onboarding & retention tasks. ▪ Coordinate's training sessions at the direction of the Revenue Cycle/HR Manager and/or Senior Management. ▪ Produces and submits reports on general HR activity. ▪ Attends, actively participates in, and takes detailed minutes for the weekly Finance Team Meeting. ▪ Attends biweekly All Staff meetings. ▪ Receives and processes mail. ▪ Stays up to date with the latest HR regulations, trends, and best practices. ▪ Performs other duties as requested by the Rev Cycle/HR Manager, CFO and/ or CEO. 	