

# Senior Revenue Cycle Consultant

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## About PARA

**PARA** was founded in 1985 to provide financial, coding, accounts receivable recovery and contract management consulting services to hospitals. Over the last thirty-two years, our services have resulted in significant financial improvement to hospitals and hospital systems across the country. **PARA** has improved revenues and reimbursements at hospitals that range in size from \$10 million in annual gross operating revenue to over \$2 billion.

## About the role:

**PARA** consultants provide expertise and support to a wide variety of healthcare organizations to identify and improve all aspects of revenue cycle operations. Broad expertise in hospital (acute care, long-term acute care, and critical access), professional (including RHC's, FQHC's, provider-based, and freestanding), and skilled nursing facility reimbursement methodologies is required.

## What you'll be doing:

- Complete revenue cycle assessments by conducting key interviews with clinical department leaders to assess operations, provide access to support and information, and identify opportunities for improvement
- Perform comprehensive assessments of charge capture and reconciliation procedures to ensure all services provided are charged appropriately and reported accurately
- Serve as an advisor to hospitals seeking Revenue Cycle insight and guidance on complex regulatory issues
- Conduct claim reviews to assess the accuracy and completeness of the bill compared to the medical record documentation
- Conduct audits of technical and professional services provided (including E&M, diagnostic, and surgical charge reporting)
- Conduct CDM reviews
- Competent in the use of patient accounting platforms such as Meditech, Cerner, Epic, Paragon
- Analyze denial data; conduct Root Cause Analysis and create Corrective Action Plans
- Write and edit technical documentation on topics of interest to a broad community of clients
- Willing and able to travel – approximately 50% travel
- Other duties as assigned

## What we'll want you to have:

- Ability to independently research complex regulations and reach accurate conclusions in forming opinions representing the firm
- Extensive experience in leading, building, training and facilitating revenue cycle operations using patient accounting and HIM technology platforms
- Exemplary facilitation skills in public speaking and presentation in these Revenue Cycle areas.
- Leadership and coping skills to manage multiple projects
- Strong organizational skills and time management skills
- Understanding of CPT/HCPCS coding for outpatient hospital, ASC, and professional fee billing
- Knowledge of medical terminology, conditions, and treatments

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- Intermediate to advanced proficiency in Microsoft Office products, particularly Excel, Word, and PowerPoint
- Ability to read and understand patient medical records and other treatment documentation and interpret medical provider notes and comments
- Bachelor's degree or higher preferred; extensive experience and technical writing skills may be considered as a substitute for some higher education