



Revenue Cycle Manager

Radiant Health Centers (RHC) is looking for an experienced Revenue Cycle Manager to lead the development, implementation and management of the organization's revenue cycle operations. This is a unique opportunity to build the revenue cycle program from the ground up, establishing systems, workflows, and performance metrics in partnership with a third-party vendor.

At RHC, we are supported by a team of caring professionals and hundreds of dedicated volunteers, all committed by a common mission; working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Questioning + (LGBTQ+) community. Together, we deliver compassionate, care options that empower individuals to live healthier, more fulfilling lives.

Job Requirements:

- Build and oversee the full revenue cycle function, from patient registration to claims submission and collections, ensuring compliance with FQHC requirements.
- Serve as the primary liaison between the organization and third-party billing vendors and monitor contractual KPIs.
- Develop, document, and implement revenue cycle policies, procedures, and workflows that align with federal and state regulations, payer contract, and UDS reporting requirements.
- Analyze billing and accounts receivable data; prepare reports to monitor cash flow, collections, denials, and aging trends.
- Identify and address root causes of denials, underpayments, and delays in reimbursement.
- Partner with clinical teams to ensure proper charge capture, coding accuracy, and documentation integrity.
- Monitor and maintain sliding fee scale, ensuring compliance and accuracy in patient financial screenings.
- Work with the CFO to support audit preparation, annual UDS submissions, Medicare and Medical cost reports, and other fiscal analysis.
- Oversee patient refund processing, adjustments, and reconciliations between the EMR and GL.
- Develop and maintain strong payer relationships to proactively resolve claims and reimbursement issues.
- Support provider credentialing and payer enrollment processes to ensure timely setup and reimbursement.

The ideal candidate must have the following qualifications:

- Bachelor's degree in Accounting, Finance, Business, or related field.
- Minimum of 5 years' experience in healthcare billing or revenue cycle management.
- Prior experience with FQHC or community health billing preferred.
- Strong knowledge of CPT, ICD-10, and reimbursement methodologies.
- Experience working with third-party billing vendors.
- Experience supporting provider credentialing and payor enrollment preferred.

Salary Range \$95,000-\$110,000

How to Apply

To apply for the Revenue Cycle Manager position please submit your resume to:

- Email - Lisa Osborn losborn@radianthealthcenters.org.
- Fax to (949) 809-5779