

**Patient Accounts Manager, Revenue Cycle**  
**City/State: Saint Louis, MO**  
**Financial Services**

Job Description

**Job ID:** 1150647

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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BJC HealthCare is one of the largest nonprofit health care organizations in the United States, delivering services to residents primarily in the greater St. Louis, southern Illinois and mid-Missouri regions. BJC serves patients and their families in urban, suburban and rural communities through its 13 hospitals and multiple community health locations. Services include inpatient and outpatient care, primary care, community health and wellness, workplace health, home health, community mental health, rehabilitation, long-term care and hospice.

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**Patient Accounts Manager, Revenue Cycle Role Purpose**

The Patient Accounts Manager, Revenue Cycle manages and coordinates activities of staff engaged in various Patient Accounts functions. Implements systems and procedures to insure accurate and timely reimbursement. Monitors day-to-day operations, including task assignments, goal setting, training, staff meetings, staff productivity and compliance issues. Plans and implements processes and procedures to achieve cash collection targets, days of credits outstanding and accounts receivable aging goals while maintaining budgeted staffing levels. Manages special projects, as needed.

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**Patient Accounts Manager, Revenue Cycle Responsibilities**

- Manages individual(s) including but not limited to: hires, trains, assigns work, manages & evaluates performance, conducts professional development plans. Ensures that the productivity and actions of that group meet/support the overall operational goals of the department as established by department leadership.
- Ensures timely and accurate billing for clinical services rendered.
- Ensures timely collection of amounts billed.
- Ensures prompt follow up on accounts with insurance companies, third party payers and families.

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**Minimum Requirements**

Degree

- High School Diploma or GED

Experience

- 2-5 years

### Supervisor Experience

- 2-5 years

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### **Preferred Requirements**

#### Degree

- Bachelor's Degree- Accounting/Business/related

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### **Benefits Statement**

Note: not all benefits apply to all openings

- Comprehensive medical, dental, life insurance, and disability plan options
- Pension Plan/403(b) Plan
- 401(k) plan with company match
- Tuition Assistance
- Health Care and Dependent Care Reimbursement Accounts
- On-Site Fitness Center (depending on location)
- Paid Time Off Program for vacation, holiday and sick time

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### **Legal Statement**

The above information on this description has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job.

Equal Opportunity Employer