



## **JOB POSTING: Revenue Cycle Lead - Verification**

CommQuest is currently seeking a **Revenue Cycle Lead, Verification** for our Finance Department. The **Revenue Cycle Lead, Verification** is responsible for the day-to-day supervision of Charge Verification Specialists and Insurance Specialists. This is a **full-time** position with benefits including PTO, sick time, mental health days, medical insurance, vision/dental insurance, 403b match contribution, etc.

### **Job Duties include:**

- Reports to the Director of Revenue Cycle/
- Supervises Charge Verification Specialist(s) and Insurance Specialist(s)
- Responsible for sending 837 billing files daily per the appropriate schedule with guidance from Director of Revenue Cycle.
- Tracking, creating, and sending invoices for treatment services paid via specific contracts.
- Develops billing reports to aide the Charge Verification staff.
- Works TriZetto rejections daily.
- Assists with denials and aging as needed.
- Assists with self-pay calls, payments, and statements.
- All other duties as assigned.

### **Minimum Qualifications:**

- Minimum of high school diploma or GED required. Associates or Bachelor's degree in Finance or related field is preferred.
- Previous experience working in claims, insurance, and or billing desired.
- Strong knowledge base of ICD-10 coding preferred.
- Previous supervisory experience desired.
- Previous experience with behavioral health and/or AoD billing desired.
- Previous experience using NextGen billing software desired.
- Must be an analytical and critical thinker and have the ability to work in a team environment.

**Interested parties, please send Resumes to: [HR@commquest.org](mailto:HR@commquest.org). Please include which position you are applying for in the subject line of the email.**

*We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

[www.commquest.org](http://www.commquest.org)