



JOB POSTING FORM

Facility/Organization: Stony Brook Medicine

Position/Title: Associate Director, Revenue Cycle Management

Work Setting/Organization Type: Acute Care Hospital

Job Function: Patient Accounting

Reports To: Scott Mathesie, Director of Patient Financial Services

Location(s): East Setauket, NY

Job Type: Full-Time

Shift: Days

Associate Director, Revenue Cycle Management

Qualifications

Required:

- B.S. Nursing, Accounting, Finance, Health Information Management, Healthcare Administration or related field and 10 years' progressive experience working within an Acute Care Hospital/Health System Clinical, Research or Revenue Cycle Department including 5+ years at the Management or Director's level **OR** Master's Degree in Nursing, Accounting, Finance, HIM, Healthcare Administration or related field and at least 6 years progressive experience working within an Acute Care Hospital/Health System Clinical, Research or Revenue Cycle Department including two to four years at a Manager/Director level.
- 5+ Years' experience analyzing or auditing Acute Care Hospital or Research Study Coding or Revenue / Charge-Capture.
- 5+ Years' Experience in planning, leading and/or managing Revenue Cycle projects of at least moderate complexity.
- Extensive understanding and working knowledge of CPT, HCPCs and ICD-10 coding principles.
- Working knowledge of healthcare reimbursement methodologies and acute care facility claims. (DRG, APC, APG, Managed Care Contracts, UB-04, 837i)
- Excellent analytical, written and verbal skills.
- Proficiency with Microsoft applications.

Preferred:

- Medical coding certification through the American Academy of Professional Coders (AAPC) and/or the American Health Information Management Association (AHIMA); CCS or CCS-P or CPC or CCDS.
- Master's Degree.
- Nursing or direct clinical care experience.

- Working knowledge of the NCCI Policy Manual, CCI Edits, Medicare LCD's.
- Experience with Chargemaster Maintenance and/or Charge Capture auditing software including Craneware and nThrive product suites.
- Clinical research experience or experience reviewing research study protocols.
- Experience utilizing myResearch.com
- Experience utilizing Cerner Power Chart and/or Cerner Invision Patient Accounting systems.

Position Summary

At Stony Brook Medicine the Associate Director of Revenue Cycle Management provides oversight and leadership for the teams responsible for charge description master (CDM) maintenance, charge capture control and research study budget review and approval. The position is responsible for ensuring the hospital's charge master optimizes revenue opportunities while maintaining compliance with all State, Federal and third party payer regulations and requirements. The Assistant Director leads collaboration with clinical departments by auditing services provided to develop appropriate charges and charging mechanisms and creating charge audit and control strategies. In addition, the Associate Director leads the financial review team responsible for collaborating with investigators and research study coordinators to develop and approve study budgets.

Successful candidates will have a background which demonstrates a strong ability to understand and master coding guidelines, billing and payment regulations and third party contracts as well as the hospitals' electronic medical record and departmental documentation programs. The incumbent will also possess an advanced understanding of clinical concepts, services and terminology and effectively collaborate with clinical staff and research personnel. The role requires a dynamic leader who can work comfortably in both the coding/clinical and financial space.

Job Description

- Responsible for the supervision and coordination of chargemaster and charge capture efforts including leading and educating RCM staff in researching coding and billing regulations and guidelines, researching managed care contracts, researching reimbursement impacts of charge CPT/HCPC and Revenue Code selection and updating hospital chargemaster and charge capture processes.
- Leads collaboration with clinical services departments to develop work flows to ensure ongoing coordinated, compliant and consistent chargemaster maintenance including accurate descriptions, coding, additions, deletions, pricing, revenue code and any other changes.
- Collaborates with service department owners to develop and manage audit programs which support the reconciliation of services performed to charges captured.
- Collaborates with Patient Financial Service, Revenue Integrity, H.I.M. and I.T. departments to implement charge capture policies, methods and controls which meet regulatory and billing standards while supporting revenue capture, cash collections and denials prevention.
- Works with Revenue Cycle Leadership to perform applicable analyses to understand gross and net revenue impacts of proposed Chargemaster changes.
- Develops education for Revenue Cycle and Service Department staff on CMS, NY Medicaid and third party payer updates as they relate to charging ensuring the necessary changes are made to the Chargemaster and charge capture practices.

- Collaborates with Revenue Cycle/PFS Leadership on CMS Pricing Transparency compliance and initiatives.
- Works with Stony Brook Medicine system hospitals to align charge pricing and practices with the long-term goal of a consolidated, corporate Chargemaster.
- Oversees staff responsible for maintenance and use of the Craneware Chargemaster Software Suite. Including: Trisus Chargemaster Toolkit, Trisus Supply, Craneware Pharmacy Chargelink, Trisus Pricing Transparency and Trisus Claims Informatics.
- Oversees the Clinical Research Protocol review team responsible for working with Study Investigators to develop financial budgets and document research vs. standard of care charges.
- Collaborates with Revenue Integrity and PFS staff to address and enhance claims edits which support charge capture/billing; nThrive Claims Management and CCA tools.
- Directs the implementation and maintenance on all major CDM projects. Including validation, testing and obtaining all documentation and appropriate project signoffs.

CONTACT INFORMATION: Apply at Stony Brook Medicine’s website [here](#). Click on the advance search option on the right side of the screen and use job number/requisition 2102413. If you have questions please email or call Stony Brook Medicine HR via the contact information below:

Human Resources

Stony Brook University Hospital

31 Research Way, Suite 200

East Setauket, NY 11733

(631) 444-4700 (phone)

(631) 444-4724 (fax)

SBUHHR@StonyBrookMedicine.edu

Special Notes: Resume/CV and cover letter should be included with the online application.

Posting Overview: This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
- All Hospital positions maybe subject to changes in pass days and shifts as necessary.
- This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
- This function/position maybe designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and

continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 5 panel drug screen*
- Successfully complete a Background Check investigation.
- Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

****The hiring department will be responsible for any fee incurred for examination.***

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access at (631)632-6280.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the total rewards we offer.