The Mount Sinai Health System's commitment to excellence extends beyond delivering world-class health care. The System's ongoing success is dependent upon our highly motivated, nonclinical professionals working to improve business operations. Our leadership team is driven to provide exceptional service by cultivating a workforce that is dedicated to upholding Mount Sinai's mission of delivering innovative, breakthrough medicine with compassion and integrity.

The Director of Revenue Cycle is responsible for directing and managing revenue cycle administration and payor relations across the Mount Sinai Health System Surgical Service Line, including the Icahn School of Medicine, 7 hospitals and a vast network of affiliated physician practices. The Director of Revenue Cycle provides strategic and tactical leadership across all divisions, including patient billing and account collections, and is responsible for maximization of department cash flow while improving patient, physician and customer relations. For this fast-paced, hands on role, we seek an experienced professional who will manage the Business Office, develop monthly status and revenue reports, develop, implement and administer annual capital budget; as well as maintain a working relationship with all third-party vendors assigned to the billing office. Additional responsibilities include oversight of all collection efforts, account management and related patient to vendor relationships and Physician credentialing for managed care and government payors. Supervision of daily cash processing workflows and associate reconciliations and patient account review are also involved along with responsibility for ensuring compliance with federal, state and city regulatory agencies.

We seek a forward thinker who will establish and recommend credit and collection policies, supervise the accounts receivable collection teams and establish best practices for the collection of delinquent accounts. This position requires contacts with medical records and other departments to obtain and analyze additional patient information to document and process billings as well as development and oversight of business systems and coordination with information technology to ensure timely and accurate implementation. Must maintain knowledge of and comply with established policies and procedures including government, insurance and third-party payor regulations, attend administrative meetings and participate on committees as requested.

Bachelor’s degree required with a Masters preferred. Should have 5 years medical business office experience, with 2 years as a department manager in billing, accounting or information systems. Patient billing management software knowledge, exceptional attention to detail and accuracy, knowledge of ICD and CPT guidelines and excellent written and oral communication skills required. Candidates must have ability to shift priorities; superior problem-solving capabilities and the ability to effectively prioritize and execute tasks in a high-pressure environment.

Submit letter and resume to: hrsinaisurgery@gmail.com
About Mount Sinai
Over 35,000 employees strong, the mission of the Mount Sinai Health System is to provide compassionate patient care with seamless coordination and to advance medicine through unrivaled education, research, and outreach in the many diverse communities we serve.

Formed in September 2013, The Mount Sinai Health System combines the excellence of the Icahn School of Medicine at Mount Sinai with seven premier hospital campuses, including Mount Sinai Beth Israel, Mount Sinai Beth Israel Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West (formerly Mount Sinai Roosevelt), Mount Sinai St. Luke's, and New York Eye and Ear Infirmary of Mount Sinai.

The Mount Sinai Health System is committed to the tenets of diversity and workforce that are strengthened by the inclusion of and respect for our differences. We offer our employees a highly competitive compensation and benefits package, a 403(b) retirement plan, and much more.

The Mount Sinai Health System is an equal opportunity employer. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

EOE Minorities/Women/Disabled/Veterans