

Job Description

Title: Vice President, Revenue Cycle
Company: TPC
Reports to: President & CEO
Location: Plano, TX
FLSA Status: Exempt
Updated: June 2015

COMPANY OVERVIEW

TPC is a member-owned collaborative made of independent healthcare organizations unified by a shared vision to work together as a system to leverage economies of scale and scope without sacrificing independence or local ownership. Founded on its members' dedication to each other and their collective strength, TPC members share knowledge, adopt best practices and collaborate on innovative programs to improve their operational and financial performance, as well as the patient-centered care they deliver to their communities.

JOB PURPOSE

The Vice President, Revenue Cycle is responsible for leading and developing system-based strategies to ensure revenue cycle best practices are shared across TPC's membership. This position will be responsible for developing and facilitating an executive-level committee comprised of revenue cycle leaders from over ten different, community-based hospitals. The Vice President, Revenue Cycle will lead efforts to improve hospital financial performance by systematizing best practices and optimizing vendor relationships.

Essential Duties & Responsibilities:

1. Works closely with TPC's executive management team and thought leaders from within TPC members to develop a strategic direction for revenue cycle initiatives.
2. Intuitive understanding of the synergies and collaborative revenue cycle opportunities that exist for independent hospitals; able to balance the role of "subject matter expert", "facilitator" and "politician." Political savvy and situational awareness a must.
3. Facilitates process improvements and provides guidance, direction and support to encompass functions commonly attributed to revenue cycle responsibilities, including but not limited to facility and ancillary revenue operations, coding, health information management, account follow-up, patient access and patient financial services, as well as revenue cycle interaction with other related hospital departments and functions.
4. Familiar with various revenue cycle dashboards and benchmarking tools; specific knowledge of key revenue cycle performance indicators and trends.
5. Excellent presentation skills, comfortable facilitating discussion amid diverse perspectives and is adept at serving as a co-learner and co-laborer with revenue cycle colleagues attempting to innovate together.
6. Provides strategic leadership and administrative oversight of TPC's newly formed Revenue Cycle service line. Leads efforts to grow, explore shared service models and opportunities to potentially consolidate various vendors and/or functions from within members' business offices.

7. Exhibits a strong executive presence; comfortable presenting to revenue cycle executives, chief financial officers and a board of directors.
8. Experience managing and being responsible for a P&L based business unit.
9. Develops and establishes broad scale, long term business objectives, goals and projects. Develops and formulates performance measures and standards for revenue cycle services. Links long range visions, concepts and implications to daily work.
10. Drives innovation in economic and clinical performance through formal and informal channels. Maintains a working knowledge of all major revenue cycle vendors.
11. Positions the value proposition of programs and services with senior executives.
12. Develops communications to ensure complete and transparent understanding of progress toward TPC key performance indicators/smart numbers.
13. Regularly provides leadership with revenue cycle business development status including reports, metrics, and presentations. Develops, monitors, and assesses business metrics in order to refine processes and improve efficiencies.

Minimum Knowledge, Competencies & Qualifications:

1. Bachelor's degree required; Master's degree preferred.
2. At least 5 to 10 years of direct revenue cycle experience within an acute care hospital setting, either as a revenue cycle leader, consultant, vendor, or some relevant leadership position. A proven record of accepting additional responsibility.
3. Proven knowledge and understanding with:
 - a. Upstream revenue cycle functions (scheduling; insurance authorization; pre-registration; financial counseling)
 - b. Midstream revenue cycle functions (Case management; health information management; clinical coding; clinical documentation improvement; charge capture and revenue integrity; charge description master)
 - c. Downstream revenue cycle functions (billing and claim submission; self-pay and third-party follow-up; denials and underpayments management; outsourcing vendor management; bundled claims management)
4. Ability to write / develop complex documents without significant supervision, including:
 - a. RFP responses
 - b. Proposals
 - c. Executive-level white papers & presentations
5. Demonstrated ability to work in a team environment that requires quick turnaround and quality output.
6. Healthcare Industry Trends: In-depth knowledge of current regulatory, market and customer trends that are driving revenue cycle innovation. Broad knowledge of current hospital issues, e.g. reimbursement, physician – hospital relationships, hospital competition, etc.
7. Knowledgeable in current and possible future policies, trends and information affecting healthcare revenue cycle.
8. Skilled in the use of personal computers and related software applications, including but not limited to intermediate knowledge of the following Microsoft products: Excel, Word, PowerPoint and Outlook.

Travel: Travel is required (35%).