



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Revenue Cycle & Grants Compliance Manager DATE OPENED: 09/17/2020

DEPARTMENT: FCHC / Health Department CLOSING DATE: 11/01/2020

If you have any questions about this position vacancy, call: 406 751 - 8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME       REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME       SEASONAL  
 TEMPORARY

STARTING WAGE: \$ 28.79 per Hour

SALARY AT:  
1 YEAR STEP: \$ 29.94 per Hour  
2 YEAR STEP: \$ 31.14 per Hour  
3 YEAR STEP: \$ 31.76 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Revenue Cycle & Grants Compliance Manager	<b>Job Code:</b>	13890
<b>Department:</b>	Flathead Community Health Center	<b>Pay Grade:</b>	Stnd 38
<b>Reports to:</b>	Executive Director	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center (FCHC) is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Holds responsibility for the revenue cycle from admissions through collections. Also holds responsibility for grant compliance with specific emphasis on HRSA grants. Ensures that processes and procedures are put into place to optimize FCHC financial operations, assists in the development of the budget and grant applications and manages reporting and draw down process for grants. Provides data analysis and reporting to aid leadership and Board of Directors in leading FCHC. Directly supervises patient revenue cycle staff, including scheduling, management of work activities, and evaluating job performance.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Develop and facilitate process for HRSA grant submission (including Section 330 grant), reporting and follow-up as well as other federal and non-federal grants that impact the FQHC.
- Develop and facilitate policies and processes to maximize the efficiency and effectiveness of the FQHC revenue cycle for all programs and service lines.
- With the clinic manager, is responsible for the smooth operation of the medical, dental, and

behavioral health clinic(s). Collaborates in the development of policies, procedures and processes to ensure optimal service to FCHC patients, providers and staff.

- Provide research and analysis for development of new programs and service lines. As necessary, provide guidance to the implementation of new programs and service lines, with particular attention to the revenue cycle.
- Assist in the development of program budgets reflective of conscientious stewardship and optimization of service efficiencies and effectiveness.
- Research and identify grant opportunities, develop proposals and recommendations for Executive Director and Board review, and assist in the grant submission process if approved.
- Participate in timely and complete information collection, analysis and utilization of UDS reporting, specifically the financial measures.
- Design and create reporting reflecting the grant and revenue cycle activities of FCHC to share with leadership and the Board of Directors.
- Research, develop and implement staffing and workflow processes for the revenue cycle process, with an emphasis on efficiency and effectiveness. Processes must ensure full compliance with HRSA compliance guidelines, including those related to the sliding fee schedule and all attendant processes.
- Holds responsibility for FCHC's informatics and information security operation. Ensures processes and procedures are in place to maximize the utilization of eCW throughout the organization.
- Provides centralized management of all of FCHC's contracts ensuring compliance with all regulatory and organizational requirements. When necessary, ensures processes are in place to maintain contract compliance.
- Manages the procurement process ensuring all regulations and policies are followed.
- Manages the utilization of credit cards and the completion of the accounts payable process. Ensures appropriate coding is utilized to ensure reporting is correct and facilitate grant reporting.
- In collaboration with Flathead County resources, manages the FCHC facilities including housekeeping, repairs and maintenance, signage, etc.
- Serves as a member of the Leadership Team and participates in relevant FCHC planning meetings. Actively identifies opportunities to strengthen the health center.
- Supervises patient revenue cycle staff. This will involve scheduling, management of work activities, and assessment of job performance.
- Informs the Executive Director with respect to contracts, grants, operations, trends, quality standards, compliance, and technology.
- Manage grants including preparation, implementation and monitoring.
- Represents the Health Center at community partner meetings as requested.

**Non-Essential Functions:**

- Assists with meetings, seminars or other health program activities.
- Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. During the course of

work an incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment.

**Supervision Exercised:** A primary function of this position is to supervise patient revenue cycle staff.

**Knowledge, Skills, and Abilities:**

- Knowledge of patient billing and processes.
- Knowledge of customer service skills and processes
- Ability to interpret and work within policy and regulatory guidelines.
- Ability to communicate effectively verbally and in writing
- Knowledge and ability to process data, and analyze data and operations
- Ability to supervise, guide and develop skills and performance of personnel
- Knowledge of Health Center programs and FQHC requirements
- Knowledge of client confidentiality, and the ethical and legal requirements of the profession. These will include the HIPAA, HIPAA Privacy Rule and the HITECH Act.
- Ability to obtain and maintain a valid driver's license with a safe driving record.
- Ability and willingness to travel.
- Ability to perform duties outside of normal work hours.
- Ability to maintain a high level of confidentiality, particularly in regard to leadership team discussions and decisions that are not yet made public.
- Ability to establish and maintain effective working relationships with those contacted during the course of work; including co-workers, supervisors, other professionals and the public, especially when dealing with sensitive matters.
- Ability to effectively coordinate the front desk operations with the clinical staff and billing
- Ability to provide in-house training to staff assigned to front desk responsibilities.
- Ability to work productively and motivate staff to work productively as a cohesive work unit and across the health center.
- Ability to accurately review and evaluate the work performance of staff.
- Ability to develop a budget and manage grants.

**Education and Experience:**

Baccalaureate Degree in health or business related field plus 3 years' health care experience, including supervisory; or any combination of training and experience which indicates possession of the knowledge, skills, and abilities listed preferred.

Action	Date	Reference
Adopted	6/6/2016	Commissioners' Minutes
Revised	1/15/2019	Commissioners' Minutes
Revised	2/6/2020	Commissioners' Minutes