**Cash Application Manager**

**Evangelical Community Hospital** is a 132 bed, independent, non-denomination hospital located in the picturesque town of Lewisburg, Pennsylvania. The surrounding community features numerous outdoor activities to enjoy along the Appalachian Mountains of northcentral PA, enriching cultural activities at Bucknell University and a vibrant downtown with Victorian charm. We are just a 3-hour drive from New York, Philadelphia, Pittsburgh, and Baltimore.

Quality healthcare to ourcommunityhas been Evangelical Community Hospital’s mission since 1926. We have expanded with the growing needs of our community, providing comprehensive health services with high standards of quality and compassionate care.

We are currently seeking a Cash Application Manager who will be responsible for managing the daily operations of the Cash Application Team, including the staff in the cashier's office. This position provides leadership and direction for all payment posting and credit resolution processes for both hospital and physician accounts to ensure timely and accurate posting, various detailed analyses, and special projects. The manager optimizes staff performance through process redesign, policy/procedure implementation, communications, and outcome feedback. The Cash Application Manager serves as the vendor manager for the clearinghouse relative to the delivery of all electronic payment files.

Reporting to the Director of Patient Financial Services, responsibilities include but are not limited to

* Directly responsible for supervising the cash application activities for the organization
* Manages the processing of remittances, correspondence and subsequent follow-up with government agencies, third party payers and patients/guarantors
* Ensures timely and accurate posting, balancing, documentation and reconciliation of all payments
* Initiate and participate in all areas of compliance and continuous quality improvement process by involvement in activities such as training, department meetings, brainstorming, data collection, problem identification and resolution, and other related activities.
* Gathers, compiles, and analyzes data to ensure posting accuracy while meeting tight deadlines

A BS/BA degree in Business, Accounting, Finance or related field is preferred, or an equivalent combination of years of education and experience. Minimum of 1-2 years of experience managing functional areas of patient billing or revenue cycle related functions preferred. Minimum of 3 years demonstrated experience in healthcare billing, accounting or revenue cycle required.

If you share our vision for high quality service to our patients, visit our career page at: [www.evanhospital.com/careers/careers](http://www.evanhospital.com/careers/careers) to learn more about this position, the hospital and community and to submit an application online. EOE