



San Bernardino County is  
seeking an outstanding leader as our next

## Contract Revenue Cycle Director

San Bernardino County  
Contract Revenue  
Cycle Director for  
Arrowhead Regional  
Medical Center

Annual Base Salary  
\$112,652- \$153,628

Total Salary & Benefit Package  
Up to  
\$206,610 annually



# THE OPPORTUNITY



**Revenue Cycle Director** is a key member of the hospital's Executive Staff Team responsible for the overall function of the Revenue Cycle Team. The Revenue Cycle Director will direct and oversee policies, objectives, and initiatives to improve the patient financial interaction.

## KEY RESPONSIBILITIES

- Assist in the development and management of fiscal systems to ensure accurate and efficient acquisition, recording and reporting of fiscal data.
- Consults with the ARMC Chief Financial Officer in establishing and implementing fiscal policies and procedures; monitors the effectiveness of policies and procedures and makes revisions or recommendations for improvement as appropriate.
- Directs the Case Management Department by ensuring all case management reviews, assessments, and discharge planning are provided to all patients.
- Oversees Health information Management within ARMC and the FHC clinics; ensures that all ARMC healthcare information is secure, accurate and kept confidential.
- Conducts or directs complex studies pertaining to a variety fiscal matters; determines actions appropriate for improvements, advises hospital management on findings and methods of effective solutions.
- Supervises the preparation and monitoring of the department's budget, related to budget reports, fiscal analysis and management reports which provide timely statements of the hospital's fiscal condition.

*"In our customer service journey toward excellence, we are building a culture where our community wants to come for healthcare service, where our employees want to work, and where physicians want to practice."*

*William Gilbert,  
Hospital Director*

## ABOUT ARMC

Located on a beautiful 70-acre campus in Colton, California (50 miles east of Los Angeles), **Arrowhead Regional Medical Center (ARMC)** is a state-of-the-art, public/nonprofit, **456-bed, university affiliated teaching hospital** licensed by the State of California Department of Public Health and accredited by The Joint Commission. The hospital houses a regional burn center serving four counties (San Bernardino, Riverside, Mono and Inyo), a comprehensive stroke center, a trauma center and a freestanding in-patient behavioral health center. Additionally, we operate five community-based, primary care family health centers and provide more than 40 specialty care services. ARMC is the primary teaching hospital for the adjacently located California University of Science and Medicine (CalMed), the Inland Empire's newest medical school, which welcomed its first class in 2018. ARMC is operated by San Bernardino County and adheres to a strict, fiscally responsible budgetary discipline.

# DESIRED SKILLS & COMPETENCIES



## LEADERSHIP

A firm but approachable leader who develops and cultivates leadership in others.  
Develops and promotes succession planning.  
Applies effective performance management skills.  
Demonstrates unquestionable integrity and high ethical standards.



## RELATIONSHIP BUILDING

Demonstrates professional acumen and effectiveness.  
Nurtures productive relationships with key stakeholders.  
Connected, trustworthy, and empowering.



## KNOWLEDGE

Current knowledge in Patient Accounts Management, Case Management, Medical Records, Medi-cal/ Medicare and eligibility requirements and Medi-cal/Medicare Managed Care Laws, Provider Contracts, Referral Center/Call Center, and Charge Master knowledge. Epic knowledge is preferred.



## COMMUNICATION

Possesses excellent oral and written communication skills.  
Creates an atmosphere of transparency, inclusiveness, and openness.  
Responsive to the concerns and issues of others.  
Participates in collaborative problem solving.



## OPERATIONAL EXCELLENCE

Has a vision for and excels in short-range and long-range planning.  
Demonstrates effective and decisive operational management skills.  
Excels in measuring and increasing performance against objectives.  
Holds themselves and others accountable for results.

### EDUCATION/ CERTIFICATIONS

Bachelor's degree in Business Administration, Accounting, Healthcare or closely related.

Master's degree preferred

### EXPERIENCE

5 years of experience working in a hospital revenue cycle department with oversight of Patient Access, DNFB, Billing, and Collections with at least 2 years of experience serving as a Manager in the Revenue Cycle Department.

# THE COMMUNITY



## SAN BERNARDINO COUNTY... A GREAT PLACE TO LIVE, WORK, AND PLAY

Located in the heart of Southern California, **San Bernardino County** thrives on the diversity of our communities that offer families affordable housing, excellent schools, and community resources, including libraries, parks, hospitals, and international airports.

The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University San Bernardino, University of Redlands, and California Baptist University.

As the largest County in the contiguous United States, the County encompasses over 20,160 miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. Adjacent to Los Angeles and Orange Counties, we are but a short drive away from Southern California's premier beaches, resort destinations, and major metropolitan centers.

The County has a population of over 2 million residents and is comprised of 24 incorporated cities and towns.

As an employer, the County strives to provide its employees work-life balance; where you can enjoy all the amenities our County has to offer along with excellent career opportunities, a supportive work environment, and a competitive total compensation package.

We are a dynamic charter county governed by a five-member Board of Supervisors, who, working through our Chief Executive Officer - Leonard X. Hernandez, the County Administrative Office, and a workforce of over 20,000 dedicated employees, are committed to sustaining a vision of "a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play".

To learn more, please visit:

County: <http://www.sbcounty.gov/main/default.aspx>

ARMC: <https://www.arrowheadregional.org>

County Vision: <http://cms.sbcounty.gov/cao-vision/home.aspx>

# THE BENEFITS

Our generous **Exempt C** compensation and benefits package is offered and includes a **competitive salary**, commensurate with experience, with an annual salary range:

**\$112,652-\$153,628**

Eligible for merit-based step increases every six months contingent upon completion of applicable service hours.

The County also offers an alternative **Modified Benefit Option (MBO)** that provides a wage differential of **4% above the base salary rate with modified benefits**, including: Use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leave cash outs, and retirement contribution rate.

## RETIREMENT

- County pension ([www.sbcera.org](http://www.sbcera.org)) vested after five years of service.
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans;
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary.
- 457(b) Deferred Compensation Plan with County contribution ½ % times Employee contribution up to ½ %.
- Retirement Medical Trust (RMT) County Contribution (based on service hours).

## HEALTHCARE

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- County paid Vision Insurance for employee and eligible family members.

## ADDITIONAL BENEFITS

- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- County paid short-term and long-term disability benefits.
- 14 paid holidays (13 fixed, 1 floating)
- 80 hours of administrative leave with a cash out option.

## TRADITIONAL LEAVE PACKAGE

Leave package, with up to 160 hours of vacation accruals annually (based on service hours) with cash out option, paid sick leave with unlimited accrual.

- OR -

## MODIFIED BENEFIT OPTION LEAVE PACKAGE

Flexible Paid Time Off (PTO) with cash out options.

\*\* This position is a contract position and does not attain status.\*\*

## TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout all stages of the recruitment process.

**Priority Review Date is  
Monday, June 14, 2021**

(Applications will be accepted until filled.)

Interested candidates must submit:

- Online Application
- Comprehensive resume

---

**An electronic version of all submittals are required** to be sent to [ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov) or candidates may complete the online application and upload the required documents.

---

Only the most qualified candidates will be invited to interview.

Questions regarding this position or status should be addressed to:

Sabrina Birdsong  
([Sabrina.birdsong@hr.sbcounty.gov](mailto:Sabrina.birdsong@hr.sbcounty.gov))



Human Resources  
Executive Recruitment Services