

Job Title:	Revenue Cycle Specialist (RCS)	Fringe Benefits:	N/A for Independent Contractors
Department/Group:	Sales & Marketing (SM)	Job Code/ Req#:	SM.RCS.01
Location:	Texas based/Open Territory (USA)	Travel Required:	Contractor's Discretion
Level/Salary Range:	Unlimited Commission-Only Compensation* (No Salary)	Position Type:	Independent Contractor
HR Contact:	Steven McCown	Date posted:	August 26, 2015
Will Train Applicant(s):	Product & Sales Training Available	Posting Expires:	September 30, 2015
External posting URL:	N/A		
Internal posting URL:	N/A		

Applications Accepted By:

FAX OR E-MAIL:

817.725.9227 or opportunities@MedRevComplete.com
 Subject Line: Resume: Revenue Cycle Specialist
Attention: HR Department Re: SM.RCS.01 (Revenue Cycle Specialist)

MAIL:

Attn: Human Resources
 Med-Rev Complete
 1501 Hall Johnson Rd. #233
 Colleyville, TX 76034

Job Description

ROLE AND RESPONSIBILITIES

Med-Rev Complete is dedicated to helping doctors of all types thrive in their practice. Our goal is to bring together new strategies and innovations in technology specifically bundled to fit the needs of the practice.

Independent Revenue Cycle Specialists (RCS) are in a Sales role to promote services provided by Med-Rev Complete. RCS' will be responsible for developing new business relationships by calling on and meeting with potential Med-Rev Complete clients. New business prospecting may include:

- Warm Market Relationship Marketing
- Educational Events (Seminars/Lunch-N-Learns)
- Networking
- Tradeshows and Expos
- Prospecting (Direct Contact)
- Extensive Prospect/Client Follow Up

The RCS is to propose Free Practice Analysis' & Strategy Review Sessions for each prospective client by scheduling an appointment (generally with the office manager and/or doctor) to administer a Practice Analysis Questionnaire. The ultimate goal of this fact finding meeting is to listen for & document any pain points they may be experiencing in their practice. These additional responsibilities include (but are not limited to) are:

- Promoting a Complementary Practice Analysis
- Scheduling Follow-Up Strategy Review Sessions with Prospect
- Administering Practice Analysis Questionnaires
- Following Up with Prospective Client
- Uncovering Practice Pain Points
- Following Company Process & Procedures throughout Sales Cycle (CRM Entry, etc.)

Regular 'Coaching Sessions' will be scheduled to assist RCS' in their effort to grow their book of business.

It is expected that Revenue Cycle Specialist's maintain their book of business throughout the commissionable timeframe as defined in the RCS' agreement, at which point client maintenance will be transitioned from Sales to Operations. Client Maintenance includes (but is not limited to):

- Regularly Contacting Clients (Monthly Minimum)
- Respond to Client inquiry within 24 hours
- Follow company policy & procedures to immediately report client issues, concerns, & complaints

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of 1 year of successful outside sales experience desired
- Minimum of 1 year of medical related experience desired
- Commission-based experience is helpful, but not required
- Self-Starter and Self Motivated Personality

PREFERRED SKILLS

- Strong Listening Skills to include: Active Listening, Empathic Listening, & Strategic Listening
- Strong & Effective Communication Skills
- Possess a Trustworthy, Consultant-style Sales Mindset
- General Knowledge of medical claim processing
- Comfortable with Technology such as Microsoft Office (Word, Excel, Powerpoint) as well as Customer Relationship Management (CRM) applications

ADDITIONAL NOTES

This position is an independent contracted role with Med-Rev Complete, LLC.
 The commission-only structure will be provided as an addendum to the Revenue Cycle Specialist agreement.
 *Term of commission contingent on sales quota being met per RCS’ signed agreement.

Reviewed By:	S.E.M.	Date:	July 16, 2015
Approved By:	S.E.M.	Date:	July 16, 2015
Last Updated By:	S.E.M.	Date/Time:	July 16, 2015 / 2:17 PM