

REVENUE CYCLE CAREER PIPELINE

The healthcare revenue cycle career pipeline provides specialized pathways in **Patient Service Center, Financial Clearance, Coding, and Billing**, enabling professionals to advance patient experience through expertise and technology. Aspirus fosters career growth by offering opportunities for personal development, advanced certifications, and specialized roles.

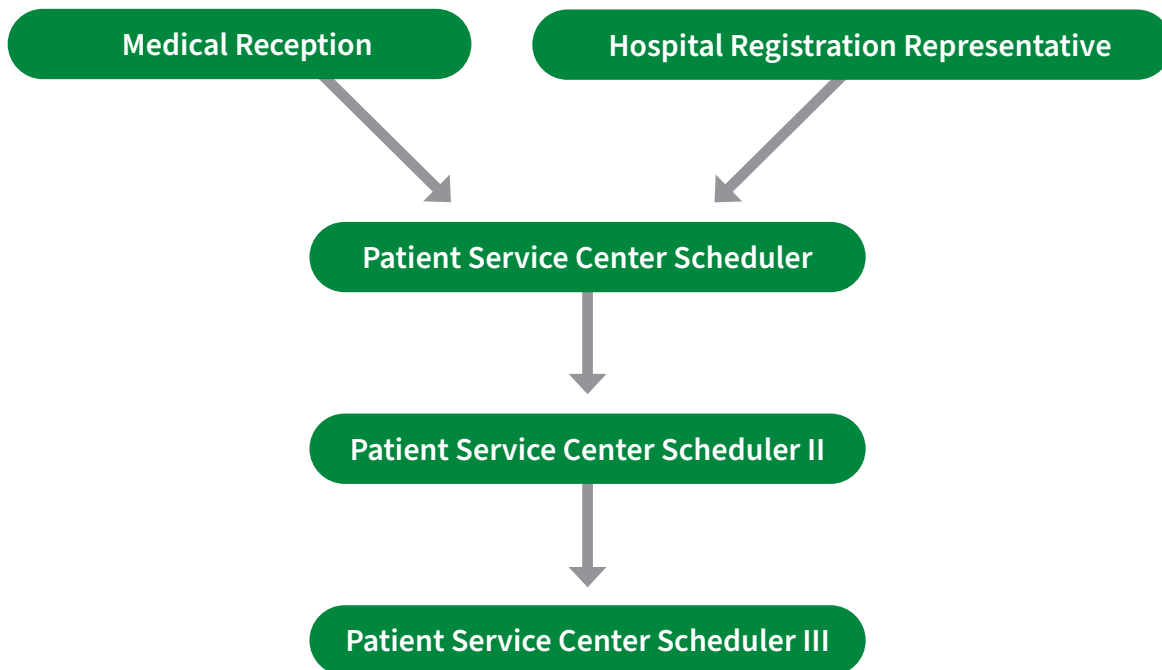
Patient Service Center

Financial Clearance

Coding

Billing

Patient Service Center Pathway



Leadership and Operations

Revenue Cycle professionals can advance into leadership and administrative roles, progressing through supervisory, managerial, director, and executive positions while expanding their expertise and influence.

Medical Receptionist

A Medical Receptionist gains experience through direct patient interactions and exposure to healthcare systems and workflows by greeting patients, managing check-ins and appointments, updating records, and handling phone communications.

Education/Training: Knowledge of office procedures normally acquired through completion of a high school diploma, GED or equivalent combination.

Requirements/Experience: Preferred customer service or healthcare experience, computer and keyboarding experience.

Hospital Registration Representative

The Hospital Registration Representative helps create a positive experience for patients by registering patients for hospital or Emergency Department services, verifying insurance, and collecting payments at the time of service.

Education/Training: High school diploma or equivalent experience.

Requirements/Experience: Experience in a business office or healthcare setting preferred.

Patient Service Center Scheduler

The Patient Service Center Scheduler supports patients by handling phone calls and helping them set up appointments. This role includes scheduling visits for specialized care or medical tests while following clear guidelines to keep appointments organized.

Education/Training: High school diploma or equivalent experience.

Requirements/Experience: High school diploma or equivalent experience. Minimum of 3 years in a business office or healthcare setting. Medical terminology course preferred. Customer service or healthcare experience preferred. Computer and keyboarding experience preferred.

Patient Service Center Scheduler II

The Patient Service Center Scheduler II helps patients get the care they need by handling incoming and outgoing calls. They schedule specialty appointments and diagnostic procedures in Epic Hospital Cadence while working closely with care teams to ensure schedules run smoothly.

Education/Training: High school diploma or equivalent experience.

Requirements/Experience: Proficiency in anatomy, physiology and medical terminology. Minimum of 3 years in a business office or healthcare setting. Basic knowledge of ICD-10 and CPT coding. Knowledge of Epic electronic health records. Customer service or healthcare experience preferred. Computer and keyboarding experience preferred.

Patient Service Center Scheduler III

The Patient Service Center Scheduler III helps patients get the care they need by handling incoming and outgoing calls in a contact center. They schedule surgical procedures in Epic Hospital Cadence and Epic OpTime, working closely with clinical teams to follow set guidelines and make sure schedules run smoothly and efficiently.

Education/Training: High school diploma or equivalent experience.

Requirements/Experience: Mastery in anatomy, physiology and medical terminology. Knowledge of Epic electronic health records. Minimum of 3 years in a business office or healthcare setting. Intermediate knowledge of ICD-10 and CPT coding. Customer service or healthcare experience preferred. Computer and keyboarding experience preferred.