

Experience

This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties. This includes both experience acquired at Cabell Huntington Hospital and elsewhere.

	<u>Minimum</u>	<u>Preferred</u>
No Previous Experience is Required	<input type="checkbox"/>	<input type="checkbox"/>
Up to 1 Year Experience is Required	<input type="checkbox"/>	<input type="checkbox"/>
1 to 2 Years of Position-Related Experience	<input type="checkbox"/>	<input type="checkbox"/>
2 to 5 Years of Position-Related Experience	<input type="checkbox"/>	<input type="checkbox"/>
5+ Years of Position-Related Experience	X	<input type="checkbox"/>

The **kind** of position-related experience includes:

A bachelor’s degree in computers or health care administration with classes in computers or at least five years’ experience in healthcare computer system management. Expert level proficiency in Microsoft Office products. Five or more years’ experience in analytics and system development. Proven analytical abilities. Experience in generating process documentation and reports. Excellent communication skills, with an ability to translate data into actionable insight. Patient Accounting experience required.

	<u>Neonates</u>	<u>Pediatrics</u>	<u>Adolescents</u>	<u>Adults</u>	<u>Geriatrics</u>
Ages of Patients Served by this Position: N/A					

Physical Demands:

1. Frequent prolonged sitting
2. Occasional standing/walking
3. Ability to stoop, bend, kneel, climb stairs
4. Level of hearing adequate to use telephone/intercom

III. PRIMARY CUSTOMERS OF THIS POSITION:

The ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

- Employees
- Physicians
- Volunteers

Job Specific Accountabilities:

- Follow standards of conduct and procedure of the client and applicable laws and regulations and reports violations through appropriate chain of command.
- On a daily basis ensure that the various accounts receivable reports reconcile to each other and to the prior days balance.
- On a monthly basis ensure that the various accounts receivable reports reconcile to the general ledger.
- On a daily basis manage the contract manager software and distribute variances.
- Assist with the implementation of any new computer systems.
- On a daily basis ensure that claims transmitted electronically are verified to have been received by the insurer.
- Develop and generate reports that identify problems with billing, follow-up and collection, and recommend solutions.
- Produce, validate and share Revenue Cycle reports with department stakeholders.
- Courteous to our customers, which include patients, visitors, physicians, volunteers and fellow employees.
- Demonstrates honesty, discretion in conduct, and confidentiality in conversation in all of work environment.
- Reports patient safety concerns and hazardous conditions in a timely and appropriate manner.
- Develop, generate and distribute reports that assist in the assignment of work.
- Work with the other department managers to develop ways in which the computer systems can assist them in achieving their goals and objectives.