

BUSINESS OFFICE MANAGER

Location: Rexburg, ID

Salary: 70,000-79,000

Full-Time

Duties: Responsible for planning, organizing and coordinating hospital-wide business systems to provide all hospital departments with effective charge capture and reimbursement. Keeps the facility updated on current healthcare payment trends, reimbursement methodologies, payor contract compliance, and facility and physician billing processes. Supervises the billing and admitting departments.

Requirements: Minimum of five years experience in hospital business office billing systems. Minimum of two years experience as a manager of a hospital business office. BS degree in business administration, accounting, healthcare administration or related field. (Experience can be substituted for formal education.)

Please contact Erika Teles at (888)469-6858 ext 11 or elteles@nextgenerationrecruiting.com for more information.