

## LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Business Office Manager</b>
<b>Department</b>	Business Office
<b>Status</b>	Full time
<b>Post Date</b>	September 1, 2017
<b>Date Available</b>	September 1, 2017
<b>Close Date</b>	

Lower Umpqua Hospital seeks a Business Office Manager.

**Minimum Requirements:**

- Supervise Billing staff; ensures billing is completed and in an accurate and timely fashion, keep current with changes in billing procedures.
- Ensure that proper procedures are implemented and delinquent accounts and all financial classes of the accounts receivable are aged in a timely manner.
- Supervise Data Processing, including charge entry, payment entry, ERA posting, adjustment and refund process and nightly posting and balancing.
- Responsible for processing of daily main, including disbursements of checks for bank deposits.
- Submit data for state reporting requirements in a timely manner each quarter.
- Credentialing and/or re-credentialing of Lower Umpqua Hospital as a facility and for all new doctors at the clinic of facility with various insurance payers.
- Supervisor inquiries from insurances carriers and patients regarding claims and sees that they are answered correctly and timely.
- Maintain charge description master as required with annual updates.
- Implement Revenue Cycle updates and address Healthland issues for staff members; creating incidents with vendor when necessary; additional training of staff as needed.
- Resolves patient, physician and interdepartmental complaints.
- Responsible for training, education and distribution of information relating to regulatory changes from state and federal entities such as Medicare and Medicaid.
- Ensures adequate staffing in the Business Services department.

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