



CONNALLY  
MEMORIAL  
MEDICAL ★ CENTER

## Business Office / Admitting Director

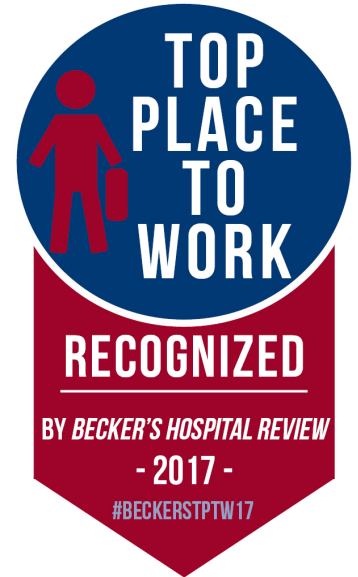
**Company:** Connally Memorial Medical Center

**Location:** Floresville, TX 78114

**Category:** Financial Services

**Posted:** May 23, 2017

**Deadline:** Open until filled



### Description & Requirement

Oversees all functions of the inpatient/outpatient billing office to include a staff of credit, collection, insurance and billing clerks. Coordinates activities and schedules work assignments to meet rigid billing deadlines. Oversees all functions of the admissions and centralized scheduling departments, through an intermediary supervisor. Provides guidance and instruction in the interpretations of office policies, procedures, and practices.

Monitors accounts sent for collection and reimbursements from insurance companies and other third party payors. Reviews, monitors, and evaluates third party reimbursement compliance and researches variances. Keeps abreast of all reimbursement billing procedures of third party and private insurance payors and government regulations. Develops and maintains budgetary controls. Prepares reports, statistics, and surveys related to billings, collections, and reimbursements.

Bachelor's degree or equivalent from four-year college or equivalent combination of education and experience.

Interested candidates can apply online, at [www.connallymmc.org](http://www.connallymmc.org), and click on Find a Job. Or, you can email us your resume at [hr@connallymmc.org](mailto:hr@connallymmc.org), or fax it to 830-393-1511, Attn: L. Bougher, HR.

Connally Memorial Medical Center is an Equal Opportunity Employer.