

Supervisor - Single Billing Office - Revenue Cycle Department

The University of Mississippi Medical Center

Job Location: Remote

Full Time/Days

JOB SUMMARY:

To supervise the daily business and administrative operations in an assigned revenue cycle area. To collaborate with management in the planning, direction, and coordination of the assigned workflows for assigned revenue cycle area. Serves as subject matter expert and primary go to person for staff level questions and education. Contributes to the financial success of University of Mississippi Medical Center through diligent approach to work and attention to detail.

MINIMUM REQUIREMENTS:

- Five (5) years of relevant experience or equivalent combination of education/experience.
- A proven track record of accomplishing high quality work in a professional manner.
- Computer literate and ability to type, file and maintain records.

KNOWLEDGE, SKILLS & ABILITIES:

In-depth knowledge of revenue cycle operations and governing rules and regulations. Demonstrated ability to mentor and train staff, adaptive and flexible to new ideas and change. Proven ability to perform and maintain working relationships within the department and across all business units to foster a team environment. Able to supervise functional areas to meet established performance metrics. Knowledge of business administration. Skilled in the use of personal computers and revenue cycle related software applications. Highly effective organizational, interpersonal, and written and verbal skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- Associates degree required

FOR MORE INFORMATION/TO APPLY:

https://ummc.wd5.myworkdayjobs.com/en-US/UMCCareers/job/Supervisor---Single-Billing-Office---Revenue-Cycle-Department_R00033947