



## VACANT POSITION ANNOUNCEMENT

**DATE POSTED:** 11/29/2012

**CUTOFF DATE:** 12/07/2012

***All applications must be submitted before 3:00pm on the cutoff date indicated above.***

**JOB POSITION:** AR Float/Generalist

**DEPARTMENT:** AR/Patient Registration

*Full-Time w/ Benefits - Mondays thru Fridays*

**DATE POSITION AVAILABLE:** 12/12/12

**JOB DESCRIPTION:** The AR Float/Generalist supports a variety of accounts receivable and patient registration positions. This position may assist with insurance verification during peak loads to facilitate more admissions. This position works on a variety of daily, weekly and monthly tasks and also works on special projects as assigned. Other primary duties and responsibilities include, but are not limited to, the following:

- Filling in for financials advisors when they are out.
- Filling in for insurance and self pay collectors when they are out.
- Filling in for patient registrars when they are out.
- Is responsible for physician credentialing as a primary task when not covering other positions.
- Keys insurance and self-pay payments into AS400 requiring a high degree of accuracy.
- Other business office responsibilities as assigned such as: a) Assisting with bank draft or credit card processing; b) scanning financial and non-financial documents into the electronic patient record. Prepares collection packets for placement c) processing courtesy and scholarship adjustments and creating monthly reports for management.
- Assists the CFO in projects as assigned.
- Maintains confidentiality of company and patient information

### **QUALIFICATIONS FOR POSITION:**

- High School diploma or GED required; college education preferred
- Minimum two (2) years healthcare experience required; working knowledge of TIER and AS400 operations preferred
- Proficient in Microsoft Office Products (Outlook, Word, Excel)
- Good problem-solving, analytical and interpersonal skills
- Good written and oral communication skills; excellent customer service skills
- Ability to work collaboratively with clients
- Ability to use PC and calculator
- If recovering, two (2) years of verifiable abstinence required with five (5) years preferred along with active participation in appropriate Twelve Step program preferred.

***Inquiries should be directed to Jay Crosson at (615) 432-3236. To apply for the above position, please submit a cover letter along with a current resume to Jay Crosson via fax (615) 432-3237 or email at [jay\\_crosson@cumberlandheights.org](mailto:jay_crosson@cumberlandheights.org). You will be contacted should an interview or other information be desired.***

*This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.*