

LEONARD J. CHABERT MEDICAL CENTER

## VACANCY ANNOUNCEMENT

**ISSUED:** 04/28/10

**EXPIRES:** 05/11/10

**POSITION:** Charge Description Master Analyst (Unclassified)  
**SALARY RANGE:** \$35,000 - \$75,000  
**LOCATION:** LSU Health Care Services Division  
Leonard J. Chabert Medical Center, Houma, LA

**DUTIES:** The incumbent serves as the Charge Description Master (CDM) Coordinator, Hospital Information Systems (H.I.S.) Coordinator and Data Processing Manager. Insures that the patient management and financial management system applications are utilized in an efficient manner and within state/federal guidelines; has responsibility to oversee, review and maintain the CDM and Service Master. Responsible for monitoring system activities, maintaining hospital profiles and master files, analyzing and resolving problems as they relate to Billing and Revenue generation. The position has frequent contact with various system users, programmers, support personnel, vendors and auditors. Coordinating and resolving H.I.S. issues-requires knowledge of such areas as Admit/Screening, Health Information, Data Processing and Patient Accounting.

**MINIMUM QUALIFICATION REQUIREMENTS:** A Baccalaureate Degree and three (3) years of professional level experience in hospital charge master management, hospital patient charge analysis, patient billing or coding, or a closely related field. High level of proficiency in the use of Microsoft Excel and/or Access is required. Skills must include data import and export, formulas and pivot table for complex data analysis.

**SUBSTITUTIONS:** An additional four (4) years of the experience in a qualifying field may substitute for the baccalaureate degree. An Associate degree and two (2) years of additional experience in qualifying field may substitute for the baccalaureate degree.

**DESIRED:** Patient Accounting or Medical Coding experience. Experience in or with Siemens Medical Systems or a similar shared medical system and experience with Medgician Enterprise or a similar charge master application.

**HOW TO APPLY:** Interested and qualified applicants should send resumes to Leonard J. Chabert Medical Center, Human Resources, 1978 Industrial Blvd., Houma, LA 70363 or FAX to (985) 873-1374.

An Equal Opportunity Employer