



VACANCY ANNOUNCEMENT

OPENING DATE: 11/10/2020 **CLOSING DATE:** 11/23/2020

POSITION: Patient Billing Operations Supervisor (Unclassified)

SALARY: \$48,000.00 - \$80,000.00 Annually

LOCATION: Lallie Kemp Medical Center
Independence, Louisiana

DEPARTMENT: Patient Billing and Receivables

Description:

This position is located at LSU Health Care Services Division, Lallie Kemp Medical Center (LKMC) in the Patient Billing Operations Division. The incumbent will be performing professional supervisory level duties responsible for the day-to-day Billing of Accounts Receivable for LKMC. All duties are performed under the general guidance and direction of the Patient Billing Operations Manager and exercises direct supervision over assigned staff. Incumbent will also serve as Assistant to the Billing Operations Manager and assume duties in his absence.

Minimum Qualifications:

A baccalaureate degree from an accredited university or college plus four (4) years of professional experience in hospital or health care billing and collections management systems application.

Substitution:

An additional 4 years of experience in hospital or health care billing and collections management may substitute for the degree.

HOW TO APPLY: Qualified candidates must send a resume to:

Lallie Kemp Medical Center
Human Resources, Attn: Hilary Dugar
52579 Hwy 51 South, Independence, LA 70443.

Closing date of this job posting is November 23, 2020.

Equal Opportunity Employer