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# Example of Central Office Job Description

Our company is hiring for a central office. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for central office

* Oversees the preparation of daily charge tickets and works with physicians on charge procedures, including consistent use of procedure codes
* In collaboration with AHS-IS, Application Security and vendor, maintains computer hardware and software and security and trains users on functionality and use of modules
* Monitors and maintains system security for compliance with departmental, corporate and accrediting organizations and participates in security audits
* Monitors and maintain system security access including, but not limited to, assigning user access, passwords and database permissions
* Trains and assists internal and system-wide users in functionality and use of software programs, MSOW MSONet, ARM
* Provides daily assistance for problems, questions and procedural instructions to system users
* Serves as initial contact for all departmental computer hardware and software applications including scanners and phone issues
* Serves as liaison and coordinates with AHS-IS, vendor and internal customers for system conversions, installation and upgrades
* Processes computer hardware and other equipment orders
* Coordinates office moves, computer, phones, scanners and module installations and upgrades

## Qualifications for central office

* Organize his time to increase profits and reduce costs
* Assists in coordination of office workflow operations
* Maintains working knowledge of credentialing and re-credentialing processes and assists as necessary
* Launches reappointment processes in collaboration with Director
* Develops auditing and quality standards for timeliness, accuracy and method and source
* Performs ongoing monitoring on Medicare and Medicaid sanctions (monthly OIG match and IDPA reports), and State of Florida licensing disciplinary actions (IDFPR monthly reports), reporting results to compliance and internal credentialing customers and tracking results