



Example of Director, Office Job Description

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Our company is hiring for a director, office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for director, office

- Works with Corporate Director of UR on reducing denials and other related projects
- Works with Corporate Director of Managed Care and assists as requested with managed care contracts
- Assists with evaluation of any external vendors (Early out, collection agency, electronic billing, physician billing, coding, Credit Reporting, etc)
- Works with Compliance Department to ensure Charge to Chart audits are completed timely and accurately
- Develops the vision of the transformation management office in alignment with key strategic priorities
- Partners with business process partners and business stakeholders throughout project delivery to ensure business process changes are aligned to the agreed upon business transformation
- Works closely with IT & business leaders to ensure organizational readiness aspects of managing change are defined and delivered
- Partners and challenges solutions architects to drive alignment of proposed solutions to the agreed upon business transformation
- Provides leadership in areas of project support, and program management
- Leads project management steering committee meeting and facilitates and drives portfolio activities toward strategic priorities

Qualifications for director, office

- Building a diverse and leading a high performance team
- Understanding of the market opportunity, the competitive landscape and creating tools and processes to increase sales
- Ability to provide concise and clear direction to staff in both verbal and written form
- Ability to direct the activities of staff, consultants and contractors
- Ability to work under pressure in a calm and reassuring manner