



Example of Health System Job Description

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

Responsibilities for health system

- Responsible for the Department of Orthopedics physician revenue cycle which includes appointment scheduling, registration and insurance verification, front desk check in and check out, collection and posting of co-payments, charge capture and charge entry and oversight of the front end and back end billing process and adherence to all policies and procedures regarding the front end and back end revenue cycle for the Department of Orthopedics
- Oversight of all managed care contracts and reimbursement ensuring that negotiated contracts are being reimbursed appropriately
- Participates in the establishment and implementation of short and long-range goals, objectives, policies, and operating procedures
- Researches, identifies, and evaluates opportunities for enhancement of existing operational models and the development of new and innovative programmatic and operational systems for potential application
- Ensures cross-departmental consistency in meeting research, educational and administrative compliance standards
- Serves as a key operational and policy liaison, facilitator, and coordinator, as appropriate, to clinical, research, academic, programs
- Administrates the academic functions for the Department of Orthopedics throughout the Mount Sinai Health System including, clinical activities, federal and non-federal research activities, faculty appointments and promotions
Collaborates with Elmhurst Hospital Center to support department mission and programmatic requirements of the Orthopedic residency program

- In conjunction with the Academic Coordinator, provides support to PI's on budget preparations, budget compliance and reporting compliance for all department grants
- Oversight and direction for various annual continuing medical education courses, courses for the public, society courses and symposiums held throughout the year at Mount Sinai

Qualifications for health system

- Experience in academic medical center or tertiary hospital desired for the health system auditors
- Public accounting or consulting firm experience preferred
- Research and investigation
- Problem solving tools and techniques
- Influence and communication
- Diplomacy and conflict resolution