

Chest, Infectious Diseases and Critical Care Associates, P.C. (CIC) is a multi-specialty practice concentrating on pulmonary, critical care and infectious disease medicine.

CIC offers outstanding benefits including; competitive wages, employer provided Life Insurance, Health and Dental Insurance in which CIC pays up to 85% of the monthly premium, a Pension plan, and a 401K plan.

CIC is recruiting candidates who possess the following qualifications:

- 5 years supervisory experience in a healthcare facility
- 2 years experience in a high-volume medical or hospital billing office.
- Experience with electronic claims (Allscripts) processing preferred.
- Knowledge of CPT, ICD-9 Coding or Coding Certification required.
- Self-motivated, detail oriented, skilled in multi-tasking.
- Ability to troubleshoot challenging situations.
- Possess strong computer skills including Word and Excel.
- Possess knowledge of Medical Terminology.
- Possess great verbal communication skills.
- Ability to build rapport over the telephone.
- Possess a BA degree in Health Care Management or related field.

Business Office Supervisor

This position will be:

Responsible for Business Office management in an effort to provide quality and compassionate healthcare in a confidential manner while encouraging personal and professional development of staff.

Understand and comply with the requirements of CIC's Compliance Program, including, but not limited to the Code of Conduct, the Compliance Policy, all supplemental policies, and compliance plans affecting specific duties and responsibilities.

Participate in all education and training programs regarding compliance as required by CIC policy and as requested by supervisor.

Consistently support the Compliance Program through personal example; the provision of day-to-day instruction and correction to employees in regard to compliance-related issues; application of appropriate discipline as required for compliance violations; and ongoing monitoring of activities and work product in areas of responsibility with respect to compliance-related issues.

Essential Functions of the job include:

1. Adheres to CIC Personnel Guidelines Handbook, Corporate Compliance Policy and General Hospital Policies.
2. Supervises a staff of approximately 10 employees.
3. Monitors financial activities, including budget, accounting, payer contracting, collections and preparation of reports for optimal business function.
4. Oversee the coordination and posting of all physician charges.

5. Supervise the audit of all EOB denials and initiate subsequent review and appeals.
6. Supervise the investigation of outstanding balances due from patients and insurance companies for timely collection of A/R.
7. Implements and evaluates performance of technology moving the practice forward with new advances.
8. Assures all medical services provided are billed and code appropriate following all published laws, carrier rules and guidelines for optimal collections.
9. Ability to change from one task to another without loss of efficiency or composure
10. Assists other CIC Departments as needed.
11. Arrives at workstation at assigned time on a consistent basis, refrains from excessive absences.

Please fax or email a cover letter, designating the position you are applying for, and resume to:

cicjobs@cicdoc.com
CIC Associates, PC
Fax 515-222-0226