

JOB ANNOUNCEMENTS

For Grover C. Dils Medical Center

Insurance Contracting and Credentialing Coordinator

This position will be responsible for all insurance plans, must have understanding and will interpret the payer contract language and fee schedules. Will also oversee insurance contract details and be knowledgeable about major provisions of agreements as they relate to the day-to-day operations of the hospital and clinics. The person selected for this position should have the ability to work independently and be self-motivated, have a high level of critical thinking and problem solving skills, demonstrate high levels of initiative, innovation, and collaboration, possess strong time management skills, and have excellent interpersonal, written, and verbal communicating skills. Bachelor's degree in business or healthcare related field preferred. This position will be 25-35 hours per week.

Accounts Payable and Payroll Clerk

This position will be responsible for various accounts payable functions which may include processing payments; reconciling vendor statements, maintaining files, researching and correcting discrepancies. Processing payroll timely and efficiently adhering to proper accounting, state, and federal regulations. Our ideal candidate should have a great understanding of the concept of confidentiality, being a team player, and great with deadlines, aptitude for working with figures, ability to clearly and effectively communicate. Bachelor's degree in business or healthcare related field preferred. This position will be 30-40 hours per week.

Commercial Insurance Billing Representative

This position will be responsible for all commercial insurance billing and follow-up with the carriers. Prepares appeal letters for insurance companies when necessary, follows HIPAA guidelines in handling patient information, understand ICD-10 and CPT codes. The person selected for this position must have good communication skills, ability to problem solve, exercise good judgment and discretion, and have good telephone and patient relation skills, be detail oriented and able to prioritize work. This position will be 35-40 hours per week.

Applications will be accepted for all positions **until 4pm on Friday March 9, 2018**. Applications are available on-line at www.gcdmc.org Click on the EMPLOYMENT link and you will find the application.

You may request an application in person, by phone at 775/726-8006 or by email to Heidi Whimple at hwhimple@gcdmc.org.