

**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
HUMAN RESOURCES DEPARTMENT**

July 28, 2010

TO : Deans, Directors, Heads of Academic and Administrative Departments
FROM : Human Resources Department - AUBMC
SUBJECT : VACANCY IN THE PATIENT COLLECTION OFFICE

The Patient Collection Office has an opening for the position of Manager Patient Financial Access above grade 12. Since this provides an opportunity for PROMOTION from within, kindly circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply.

I. Basic Functions:

Direct, supervise, and plan the operations of the department. Resolve unusual and non-routine inquiries to ensure proper patient access, satisfaction, collection upon admission, hospital stay and discharge, including insurance carrier, credentialing, and verification. Lead new business development.

II. Minimum Requirements:

- a. Bachelor's Degree in Business Administration. MBA is preferred.
- b. 7 years of experience in a related field preferably with governmental and commercial payer, insurance, and payment rules.
- c. Proficient knowledge of hospital based patient financial access.
- d. Strong communication, analytical and problem-solving skills.
- e. Excellent Command of Arabic and English (EEE score \geq 500).
- f. Computer proficiency in commonly used software packages (Microsoft Office).

Interested applicants are invited to fill the online application with their CVs attached prior to August 11, 2010 on the following link: <http://www.aubmc.org.lb/hremp/>

For Internal Applicants: In addition to the updated C.V., a letter of intent should be addressed to the Human Resources Department with a copy to the concerned Supervisor(s).

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.



Dania Baba Wazzan, PhD
Director, Human Resources Department