

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

June 24, 2009

**TO : Deans, Directors, Heads of Academic and Administrative
Departments**

FROM : Human Resources Department - AUBMC

SUBJECT : VACANCY IN THE OR ADMINISTRATION

The OR Administration has an opening for the position of Billing Clerk Supervisor in grade 10 at a salary of LBP 1,047,911.- per month. 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.**

If you are considering a **Lateral Transfer**, kindly note the following: Lateral transfers are transfers from one job to another within the same department or from one department to another, at the same classification and pay grade. The University does not encourage lateral transfers since usually neither the University nor the employee benefit from such a transfer. In those cases where a lateral transfer is beneficial to all concerned, they are permitted on an exception basis and only after the involved parties have met and discussed the issues with the relevant Human Resources representative.

I. Basic Functions:

Supervise, monitor and solve issues related to OR Billing Clerks duties. Ensure accuracy in billing patients. Carry out a variety of billing activities and administrative tasks in the OR including controlling, charging items and analyzing patients' bills. Report and assist in solving discrepancy problems, editing and sending the OR Schedule, reviewing requests to be entered on I-Procurement. Keep records, patient files and assist in retrieving and preparing reports. Work on data bases of various projects and monthly reports. Monitor the filing system, and other miscellaneous activities.


II. Minimum Requirements:

- a. Bachelor's degree in related field.
- b. 5 years of experience in billing in a healthcare setting and administration.
- c. Knowledge of medical terminology and coding is highly desirable.
- d. Ability to work on shift basis duty (Day/Evening/Night) and during weekends and holidays.
- e. Strong problem solving skills with high attention to details.
- f. Strong Command of Arabic and English (IET \geq 500).
- g. Computer proficiency in commonly used software packages (Microsoft Office mainly Excel) & Database Application.

Interested applicants are invited to fill the online application with their CVs attached prior to July 8, 2009 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