

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

August 30, 2010

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

Re-Advertised

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.

I. Basic Functions:

Supervise, monitor and solve issues related to Operating Room (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. Administrative operations of surgeries on the Operating Room On-line Scheduling System (OROSS). Review 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. Organize & assign the schedule of billing clerks. Monitor the filing system, and other miscellaneous activities.

II. Minimum Requirements:

- a. Bachelor 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 score \geq 500 is preferable); French is an asset.
- g. Computer proficiency in commonly used software packages (Microsoft Office).

Interested applicants are invited to fill the online application with their CVs attached prior to September 13, 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 Wazza, PhD
Director, Human Resources Department