

Job posted on 2013-10-11 by joanna.distefano; posting expires on 2013-11-11

Employer: Healthcare Management Solutions, LLC

Position: Program Director - Fairmont, WV

Job Description: Full Time,

Employment Opportunity

Healthcare Management Solutions, LLC (HMS) has an immediate opening for a Program Director in the Fairmont, WV office. This position is responsible for the overall management of assigned projects, beginning with planning through continued implementation and evaluation.

Duties and Responsibilities:

- Monitor project schedules and project compliance including any quality or other measures inherent to the project specifications.
- Supervise project managers working on the project.
- Responsible for analysis of large health care data sets.

Qualifications: - Must be capable of providing technical assistance at every stage of medical record acquisition, transmittal, processing, evaluation, and maintenance.

- Must be experienced with medical record abstraction and managed care data systems.
- Superior communication, management, and writing skills.
- Working knowledge of word processing and spreadsheet programs, such as Word, WordPerfect and Excel.
- Familiarity with database programs, such as Access.
- Familiarity with Microsoft Project, or other project management software packages.

Minimum Education and Experience:

- College degree, preferably in healthcare or business-related field.
- Five (5) years of work experience including management of employees or an equivalent combination of education and experience.

Off-Campus Employment

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Perferred Major(s): Accounting; Management; Marketing;

Application Instructions: To apply:

Please submit a current resume at www.hcmsllc.com by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: hr@hcmsllc.com or via phone: 304.368.0288.

Link: www.hcmsllc.com