

*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](http://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](mailto:hr@hcmsllc.com) or via phone: 304.368.0288.

**Link:** [www.hcmsllc.com](http://www.hcmsllc.com)