

**University of South Carolina
Student Health Services
Assistant Director, Business Services**

Description

The University of South Carolina embraces a holistic and collaborative perspective to healthcare by offering primary care, wellness education, and mental health and counseling services to all enrolled students. Universities and colleges across the nation are dealing with substantial challenges posed by the health issues among students. Student Health Services provides unique opportunities to address the health behaviors, risks, and prevention of our students to ensure academic success and promote quality of life.

Requirements

The Assistant Director of Business Services is a mid-level administrative position responsible for planning, staffing, managing, coordinating and evaluating all activities in the revenue cycle of the Business Office and Insurance Office. Major responsibilities include preparing various financial forecasts, month-end financial reporting, receivables performance, as well as, short-term and long-range strategic planning. S/he will manage the electronic health record charge-master and will propose and implement fee increases/decreases based on reliable data and analysis of year end reports. S/he will also implement third-party billing for commercial insurance carriers to include electronic filing of claims. The Assistant Director of Business Services reports to the Associate Director of Financial and Business Services.

Your application must be submitted online at: <http://uscjobs.sc.edu/>.

Follow the directions and enter Requisition Number 001586 to apply for this position.

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.