

**WESTERN KENTUCKY UNIVERSITY  
HEALTH SERVICES  
BUSINESS MANAGER**

Western Kentucky University, Health Services, is seeking applicants for a **Business Manager**. This position is an integral part of the management staff. This position reports to the Director, Health Services.

**Responsibilities:**

**The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.**

- Provides leadership, direction, supervision, scheduling and overall management of the front office functions and billing operations.
- Ensures efficient patient and staff scheduling to enhance patient satisfaction and efficient delivery of services.
- Works closely with the clinical staff on patient scheduling and customer service issues.
- Works collectively with all other team members toward the achievement of AAAHC accreditation.
- Has full authority to update and revise policies and procedures to keep up with electronic patient registration, medical records procedures and overall growth.

**Required Qualifications:**

- Bachelor's Degree, with two to five years full-time direct work experience in a physician group practice, urgent care or other health care facility, with one to two years direct experience as supervisor, coordinator or manager.
- Working knowledge of health care systems
- Knowledge of front scheduling procedures, patient flow procedures
- Must have excellent customer service skills
- Must have effective time management and supervisory skills.
- Must have excellent written and verbal communication skills.

**Desired/Preferred Qualifications:**

- Master's Degree in Health Care or Business Administration
- Five to Ten years direct work experience in a busy health care facility

**Salary Grade:** 108

**Expected Salary Range:** \$42,000.00 - \$54,936.00 annually

Applications for employment will be **accepted electronically only**. Interested candidates must submit a cover letter describing qualifications and experience, a current resume, and the names, addresses and daytime phone numbers of three professional references using the online application. Please refer to the following website to apply: <http://asaweb.wku.edu/wkujobs>. Reference requisition number **S2302**. For further assistance call (270) 745-5934. To ensure full consideration submit application materials by **June 15, 2009**. Position will remain open until filled.

**All qualified individuals are encouraged to apply including women, minorities, persons with disabilities and disabled veterans.**

**Western Kentucky University is an Affirmative Action/Equal Opportunity Employer.**