



Posted Date: November 9, 2020

Posting Close Date: Until Filled

Position: Health Center Office Supervisor

Employment Status: Non-Exempt, Full Time (40 hrs/wk)

Wage: Hourly, commensurate with qualifications and experience.

The Medina County Health Department, a nationally accredited health department, has a full-time career opportunity for a Health Center Office Supervisor. The Health Center Division is a Federally Qualified Health Center (FQHC) in northeastern Ohio, providing primary care, dental care, behavioral health, and enabling services to 3,600 patients annually regardless of ability to pay. The Supervisor oversees a team of front desk and billing staff. The position involves quality improvement activities related to patient registration, process efficiency, and revenue collection.

General Qualifications (including but not limited to):

Candidate must have a Bachelor's Degree in healthcare, business or related field. Minimum two years related experience some of which must have included supervision. Medical office management, Federally Qualified Health Center (FQHC), or eClinicalWorks EMR experience preferred.

Essential Functions of the Position include but are not limited to:

- Supervises daily operations of front desk and billing staff
- Responsible for medical records and documents management
- Oversees provider credentialing
- Prepares reports as requested

Competitive benefit package includes:

- Eleven paid holidays per year
- Paid vacation, sick
- Ohio Public Employees Retirement System
- Health, life, and other cafeteria benefits

Interested applicants will apply by completing the Medina County Health Department **Employment Application** located on our website at www.medinahhealth.org. Print out the application, complete it and send it along with a current resume with cover letter to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to hr@medinahhealth.org. EOE