

**POSITION ANNOUNCEMENT  
OUTPATIENT MEDICAL CENTER, INC.**

**Billing Supervisor** (Natchitoches)

Work as part of the patient (medical, dental and behavioral health) services team.

Supervises the patient account representative team and billing team.

3-5 years of FQHC Billing Services experience

3-5 years of prior Billing and Patient Registration management experience

3-5 years of supervising 15-20 staff at multiple business units

Certified biller (preferred)

Certified coder (preferred)

Thorough understanding of federal medical practice billing statues

Thorough understanding of medical group patient registration business processes

Results-oriented

Attention-to-detail oriented

B.S. Finance, Business Management or Health Care required

Please send resume to Leisha Clark at [lclark@outpatientmedical.org](mailto:lclark@outpatientmedical.org)