Assistant Director, Student Health Center

Job Code 00001189

General Description
Responsible for providing oversight and supervision to the non-clinical, business operations of the Student Health Center including medical records, information technology, administration, cashiering and health education.

Examples of Duties
Assume departmental responsibility in absence of director.
Coordinate medical records and information technology for the department.
Supervise, train and counsel medical records staff.
Supervise release of information and respond to subpoenas and affidavits.
Supervise insurance claims processing for the student insurance plan.
Coordinate accreditation activities.
Maintain medical records system.
Serve as privacy officer and risk management officer for department.
Ensure compliance with applicable state and federal laws and statutes and accreditation standards.
Oversee the financial management of the department.
Plan, monitor and develop the SHC budget and monitor revenue and expenses.
Supervise and monitor the cashiering function.
Oversee cost accounting, pricing and inventory management.
Oversee the health education program including marketing, outreach and educational programming.
Prepare, implement and analyze statistical reports, surveys and assessment projects.
Assist in the development of the SHC strategic plan.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Health behavior theories and health resources; university and health center policies; AAAHC accreditation guidelines; Health Information Management standards; International Classification of Diseases (ICD-9) and Common Procedural Terminology (CPT) coding; insurance claims process, ambulatory health care settings, laws pertaining to confidentiality of health information, quality team principles, effective business practices, audit procedures, statistics and sampling methods, health problems and health promotion theories.
Skill in: Effectively communicating with staff, patients and administrators; supervising staff; preparing health promotion information; using word processing and spreadsheet software; working as a team member on various tasks; motivating output; writing policies and procedures, minutes and reports, and legal documents; problem solving and decision making, creating spreadsheets.
Ability to: Comprehend professional materials, subpoenas, legal documents, laws, accreditation standards, insurance policies, and medical health texts and journals, policy and procedure manuals;
perform intermediate math; communicate effectively with others; plan, prepare and present effective presentations; prioritize projects; resolve disputes, review for proper documentation procedures, compute statistics and budgets, prepare financial reports, research data, organize.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**