

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 4580  
Grade: 23

### Standard Job Description

**Job Title**  
Administrative Coordinator III

**Department**  
Cost & Reimbursement

#### **Job Summary**

The Administrative Coordinator III will work directly under the Chief Financial Officer - CCHHS in the Hospital Management Accounting field of Finance. This person will assist the Chief Financial Officer - CCHHS in facilitating the goals and objectives of the Department. This employee is expected to function independently to facilitate the reimbursement process and to implement changes as necessary.

This position is exempt from Career Service under the CCHHS Personnel Rules.

#### **Typical Duties**

- Assists in filing annual Medicare, Medicaid and Blue Cross Cost Reports for Cook County Health & Hospitals System (CCHHS).
- Directs interaction and compliance with Medicare, County and Independent Auditors for Stroger Hospital.
- Plans, directs and evaluates the activities of subordinate staff ensuring all possible reimbursement opportunities are obtained.
- Assures compliance with all appropriated reimbursement regulations.
- Files and maintaining for CCHHS all appeals with Medicare and any other third parties.
- Assists in making recommendations and developing new processes to maximize reimbursement for John H. Stroger, Jr. Hospital of Cook County and its affiliated clinics.
- Maintains and prepares all CCHHS quarterly physician time studies including but not limited to training workshops, technology updating, and regulation changes.
- Maintains and prepares annual Medicare bad debts with adherence to both hospital and federal policy procedures.
- Interfaces with hospital finance, hospital administration, physicians, nurses and all other hospital patient care professionals.
- Stays current with complex new developments in the industry as well as changing regulatory requirements for Medicare, Medicaid, Blue Cross and other third party payers.
- Participates in other duties, as assigned.

#### **Reporting Relationships**

Reports to the Chief Financial Officer - CCHHS

#### **Minimum Qualifications**

- Bachelor of Science Degree in Accounting or Finance from an accredited college or university
- Eight (8) years of experience in Hospital Cost and Reimbursement
- Current Certified Public Accountant (CPA)

**Preferred Qualifications**

- Master's Degree in Business Administration from an accredited college or university
- Eight (8) years of experience in Hospital Cost and Reimbursement at a major teaching institution
- Knowledge of Oracle or comparable ERP/general ledger system.
- Knowledge of SMS or comparable patient accounting system.

**Knowledge, Skills, Abilities and Other Characteristics**


- Extensive knowledge of GAAP.
- Extensive knowledge of hospital statistics analysis and cost report preparation.
- Highly proficient in the use of Excel, Access and other Microsoft products.
- Ability to analyze and solve problems.
- Ability to organize and manage personnel.
- Ability to communicate effectively with a wide variety of individuals.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: \_\_\_\_\_  \_\_\_\_\_

Ekerete Akpan  
Chief Financial Officer - CCHHS

9.7.17  
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Date

Approval: \_\_\_\_\_

Gladys Lopez  
Chief Human Resources Officer

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Date