Director IT, Resolute Billing Job

Employer Name:

SpiderID: 12534272

Location: Miami, Florida

Date Posted: 5/16/2022

Wage: Negotiable

Category: Information Technology

Job Code: R100045552

The Department of UHealth IT has an exciting opportunity for a full-time Director, Information Technology. The Director, Information Technology oversees all aspects of computer technical support services and help desk operations and coordinates activities for University-wide IT projects. The incumbent in this position directs internal teams in the execution of initiatives as they relate to computers, application support and services, and strategic IT initiatives. This position exercises considerable judgment by making decisions in unprecedented situations.  
  
   
  
Supervises the performance management of all assigned staff including making decisions as they pertain to hiring, training, evaluation, promotion, and termination.  
  
   
  
Manages daily operations and directs staff to achieve departmental goals and objectives.  
  
   
  
Assumes responsibility for campus-wide initiatives involving computer support services.  
  
   
  
Develops, promotes, and maintains standards as they relate to technical support services and devices, including manufacturing and architectural standards.  
  
   
  
Designs improved work systems by revising work standards, policies, and procedures.  
  
   
  
Directs and manages project plan development, risk assessment, communications, budget tracking, status reporting, vendor management, and successful project completion.  
  
   
  
Manages projects with support staff by giving them a clear understanding of the departmental mission.  
  
   
  
Monitors project prioritization, active projects, and the development of dashboard and reporting mechanisms.  
  
   
  
Assumes responsibility for enterprise-wide IT projects and ensures an efficient and timely conclusion.  
  
   
  
Contributes to strategic plan and assists in providing short- and long-term solutions to help meet campus-wide strategic and tactical planning initiatives.  
  
   
  
Communicates with administration and staff regarding the efficient and timely delivery of services.  
  
   
  
Performs follow-up investigations on inquiries, complaints, and problems.  
  
   
  
Assists in the determination of critical milestones.  
  
   
  
Seeks ways to improve operations and oversees the preparation of productivity reports.  
  
   
  
Establishes departmental goals and objectives, identifies areas of improvement, and implements action plans to meet these.  
  
   
  
Attends professional meetings, workshops, conferences, and seminars to keep abreast of technological market advancements.  
  
   
  
Establishes and continuously assesses the effectiveness of the internal controls within the unit and compliance with University policies and procedures. Ensures employees are trained on controls within the function and on University policy and procedures.  
  
   
  
This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities, as necessary.  
  
   
  
 MINIMUM QUALIFICATIONS:  
  
   
  
Bachelor's degree in relevant field preferred; however, will accept experience in lieu of education, as noted. With degree, minimum 7 years of relevant experience required. Without degree, minimum 13 years of relevant experience required.  
  
   
  
Epic Certificate for Resolute Hospital Billing including Single Billing, preferred  
  
   
  
Epic Certificate for Resolute Hospital Remittance, preferred  
  
   
  
Epic Certificate for Resolute Hospital Claims, preferred  
  
   
  
Epic Resolute Hospital Billing Expected Reimbursement Contracts, preferred  
  
   
  
Epic Certificate for Resolute Professional Billing including Single Billing, preferred  
  
   
  
Epic Certificate for Resolute Professional Remittance, preferred  
  
   
  
Epic Certificate for Resolute Professional Claims, preferred  
  
   
  
Epic Certificate for Charge Router, preferred  
  
   
  
Knowledge of business and management principles.  
  
   
  
Ability to direct, manage, implement, and evaluate department operations.  
  
   
  
Ability to establish department goals, and objectives that support the strategic plan.  
  
   
  
Ability to effectively plan, delegate and/or supervise the work of others.  
  
   
  
Ability to lead, motivate, develop, and train others.  
  
   
  
Any appropriate combination of relevant education, experience and/or certifications may be considered.  
  
   
  
 #LI-BC1

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: University of Miami Health System

Company: University of Miami Health System