



BUSINESS OFFICE DIRECTOR
DALLAM HARTLEY COUNTIES HOSPITAL DISTRICT
d/b/a Coon Memorial Hospital
Dalhart, Texas

Dallam Hartley Counties Hospital District (DHCHD) d/b/a Coon Memorial Hospital in Dalhart, Texas is seeking a Business Office Director to serve their organization. DHCHD is a rural community healthcare organization consisting of a Critical Access Hospital (CAH), which provides general medical and surgical care for inpatients and outpatients with a variety of surgical procedures for a range of medical conditions, including general surgery and orthopedic surgery. The Emergency Room is here to help the community twenty-four seven, and they also offer Obstetrics/Gynecology services and a nursery to welcome the counties' newest residents. In-house laboratory services, respiratory therapy, and radiology services to help our physicians diagnose and treat their patients is provided. And, DHCHD provides Physical Therapy, Occupational Therapy, and Speech Therapy. In addition, they have Legacy Assisted Living and Coon Memorial Nursing Home for compassionate senior care. Coon Memorial Hospital has a Level IV Trauma ER Designation.

The candidate must provide leadership for the business office team and be responsible for overseeing all functions of the business office, including, but are not limited to, general knowledge of accounting and PC skills, admitting and registration, insurance verification, coding, patient billing, collections, accounts payable, financial reporting, cash management, third-party payer relations, preparation of insurance claims and possess first-rate supervisory skills. They should be able to exhibit excellent management skills; take the initiative to complete critical tasks and functions; be able to work collaboratively with others; be willing to teach, mentor and grow others.

The successful candidate will possess a minimum of an Associate's degree in a related field, with revenue cycle experience. A Bachelor's degree with 1-3 years of relevant experience is preferred in the management of a hospital business office with experience including Medicare, Medicaid, and managed care processes, have the ability to read, analyze and interpret financial reports, contracts, and present detailed information to executive leadership, and experience with patient accounting systems.

Dalhart, due to its location on the border of Dallam and Hartley Counties, is named after the two counties. The city was founded at the site of a railroad junction, which heavily contributed to its early growth. Dalhart is known as the "XIT City" because of its relationship with the historic XIT Ranch. The ranch was a 3,000,000-acre plot of land traded in exchange for the construction of the Texas State Capitol in Austin.

Salary is commensurate with experience.

Candidates meeting the above requirements may submit a resume to:

Vicki Pascasio, FACHE
TORCH Management Services, Inc.
vpascasio@torchnet.org

