

Grace Hill Health Centers, Inc. is currently accepting applications for the following position:

POSITION TITLE: Director – Patient Financial Services

STATUS / HOURS: Regular - Full Time (Evenings and Weekends as Scheduled)

SALARY RANGE: \$58,754 - \$73,443

POSITION SUMMARY: Perform the duties required to direct billing staff and supervisors to produce timely and accurate billing to patients, Medicare, Medicaid and other third party payers. Negotiate agreements with insurance companies and other third party payors on a capitated or fee for service basis.

POSITION QUALIFICATION REQUIREMENTS

Education: Requires Bachelors degree in Business or Healthcare Administration, management or related field.

Experience: Requires 5 to 7 years experience and demonstrated competency in healthcare third party reimbursement and managed care, including experience in financial management and budgeting. 3 to 5 years management experience. Experience in automated billing systems, Excel, report writer and SQL preferred.

Skills and Abilities:

1. Experience with cost reports, automated billing and receivable systems.
2. Significant experience in reporting on federal and state contractual obligations.
3. Expertise with ICD-9 and CPT coding
4. Time management skills to handle multiple competing demands and priorities and work effectively under pressure
5. Management skills to establish priorities, and to effectively supervise and develop assigned staff to attain optimum skill and performance levels
6. Strong computer skills including the use of word processing, spreadsheet, database and e-mail software.
7. Excellent written and oral communication skills including preparation of meaningful narrative reports and proposals.

Transportation Requirement: Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

License(s)/Certification(s) Required: None Required

FUNCTIONS OF THE JOB

1. Responsible for directing billing computer systems and operations.
2. Implements, directs and controls all aspects of health accounting and billing operations.
3. Responsibility for UDS reporting, cost reporting, and contractual reports and obligations.
4. Joint responsibility on audits, audit findings and resolutions as it relates to the accounts receivable function
5. Responsible for working with physicians, directors and executive staff for patient services and operations.
6. Negotiate agreements with other businesses such as hospitals, health care systems, health insurance companies, state, federal or other governmental agencies and additional providers and purchasers.
7. Joint responsibility for changes to scope of health related services (i.e. managed care and FQHC)
8. Responsible for credentialing of all providers with Medicaid, Medicare and insurance companies
9. Attend monthly provider meetings and other organizational meetings.
10. Serve on committees and task force groups as requested.
11. Understand and enforce policies and practices, set limits for staff.
12. Completion of reports to state for interim FQHC reimbursement prior to cost settlement.
13. Report charge revenue for various funding programs when due (UDS & UHI)
14. Supervises program billing for Medicaid, MC+, Medicare and other 3rd party payers
15. Insures proper reimbursement for various programs.
16. Maintain records and reports to assure compliance with government regulations.
17. Reports monthly income and receipts to Accounting Department for recording.
18. Maintain sliding fee schedules.
19. Directs billing and clinical issues meetings.
20. Analyze charge structure to ensure appropriate charges for procedures.
21. Work with IT Department to keep billing system in compliance with billing regulations.
22. Perform other duties as assigned.

Supervises: Billing Staff, Billing Supervisors, Certified Medical Coders

For confidential consideration, please forward resume with salary requirement to resumes@gracehill.org. or fax (314) 814-8593

For more information about our organization, please visit our website at www.gracehill.org

