



WEBCO HR, Inc.

Let Experience be Your Guide

**ASSISTANT DIRECTOR - COMMERCIAL - PATIENT FINANCIAL SERVICES
ORANGE, CALIFORNIA**

WEBCO HR, Inc. is seeking an Assistant Director-Commercial-Patient Financial Services for one of our clients located in Orange, California.

RESPONSIBILITIES:

- Responsible for planning, directing, and managing all aspects of Accounts Receivables management for the Patient Financial Services department; including commercial, managed care, workers compensation, ERISA, self-funded and all other indemnity health plans.
- Ensures standards of unit operations are in compliance with all state and federal healthcare regulatory agencies. Participates on organizational performance improvement projects.
- Analyze denial trends and publish organizational reports to improve first pass yield.
- Incumbent has overall responsibility for training, unit performance, resolution of operational and personnel issues, evaluations, hiring, and disciplinary action.
- Serves as a role model and resource to colleagues, staff, and others.
- Interact with all levels within the organization, including senior leaders, managers, directors as well as insurance companies, third party payers, vendors, and regulatory agencies.

REQUIREMENTS

- Bachelor's Degree in Health Care Management, Business, Finance or Accounting.
- Five (5) years' experience in a revenue based, health care related industry such as admissions, registration, billing/collections or contracting.
- Five (5) years' experience in management of Patient Financial Services.
- Experience in PFS Operations in an Academic Medical Center organization or complex teaching environment.
- Working knowledge of billing, follow up and denial management of commercial claims, workers compensation, managed care, and all other third-party payers.
- Ability to motivate staff to achieve desired results.
- Sound understanding of Joint Commission and other applicable regulatory requirements to be able to monitor for compliance.
- Ability to maintain a work pace appropriate to the workload.
- Excellent written and verbal communication skills in English.
- Demonstrated experience building competency and developing skills of others.
- Must have experience in working with contracts, applying terms and conditions to claims and performing split billing as required by Contracted Payers and DOFRs.
- Working knowledge of billing commercial claims, workers compensation, managed care, and all other third-party payers.

- Detailed understanding of billing technical elements such as standard forms and data elements, coordination of benefit and third-party liability billing and collection, electronic billing, data edit programs, reimbursement methodologies such as Diagnosis Related Groups (DRGs), Case Rate, Percent of Charges, capitation.
- Thorough knowledge of healthcare billing, finance and compliance and strong understanding of facility billing systems.
- Extensive knowledge of governmental compliance rules and issues as it pertains to health care billing, collection, and other reimbursement.

Preferred Qualifications:

- Master's degree in Health Care Management, Business, Finance or Accounting.
- Experience in PFS Operations, University and medical center organizations, policies, procedures, and forms.
- Prior management experience of union-represented staff.
- Knowledge of University and medical center organizations, policies, procedures, and forms

COMPENSATION:

- \$90,500 to \$167,700 Annual Salary
- Full Benefits

THE COMPANY:

Our client is a devoted team of nationally regarded physicians and nurses, researchers and clinicians, educators and students united by a single calling — to improving the lives of the people in our community and beyond.

As the only academic health system in Orange County, their multifaceted organization is fiercely dedicated to the discovery of new medical frontiers, to the teaching of future healers and to the delivery of the finest evidence-based care.

They are unique in their ability to provide the most compassionate healthcare because they're driven by their passion for innovation, grounded in the best medical and scientific knowledge.

WEBCO HR, Inc. is an Equal Opportunity Employer

[APPLY](#)