

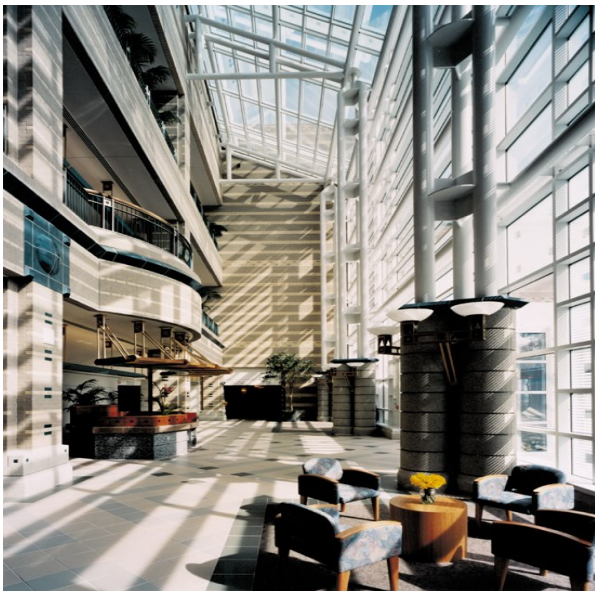


San Joaquin General Hospital is recruiting for **MANAGER OF PATIENT FINANCIAL SERVICES**

THE POSITION

San Joaquin General Hospital is seeking a dynamic and visionary leader with significant direct Hospital Business Office experience supervising billing and follow-up activities to be the Manager of Patient Financial Services. The position has significant responsibility for contributing to the overall revenue cycle for San Joaquin General Hospital by assuring that billing, follow-up, collections and other Business Office activities are performed in an efficient, effective and appropriate manner.

The ideal candidate will possess current knowledge of Medicare, Medicaid and insurance billing/collections practices and possess working knowledge of principles and practices of management, supervision and administration and a demonstrated ability to manage the revenue cycle activities of an acute care hospital business office.



COMPENSATION AND BENEFITS

Annual Base Salary: \$84,698-\$102,960
(Approx Monthly Salary: \$7,058-\$8,580)

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 10 holidays per year
- ◆ 125 Flex Benefits Plan

SAN JOAQUIN GENERAL HOSPITAL

San Joaquin General is a community hospital with 1500 employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both clients and employees.

The agency is committed to the delivery of community orientated, culturally sensitive, and affordable health care throughout San Joaquin County.

Please visit the agency website at:
www.sjgeneralhospital.com/

About San Joaquin County

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

MANAGER OF PATIENT FINANCIAL SERVICES

TYPICAL DUTIES

- ♦ Plans, organizes, coordinates, staffs and directs the clerical, technical and administrative work of the Business Office;
- ♦ Assures adequate and appropriate Business Office staffing;
- ♦ Develops and implements goals, policies, strategies, and procedures for the effective and efficient management of activities in the Business Office and other areas of assignment;
- ♦ Develops and implements quality control and quality improvement programs for the Business Office and other assigned areas;
- ♦ Prepares and administers the Business Office budget(s);
- ♦ Assures appropriate utilization of information technology and related tools to support assigned operations;
- ♦ Oversees the preparation and maintenance of various records and reports; resolves patient account discrepancies and negotiates settlements within limits of authority;
- ♦ Performs related duties as assigned.

For a listing of detailed duties descriptions, visit:
www.sjgov.org/hr

APPLICATION SUBMITTAL PROCESS

To apply, a completed application and supplemental questionnaire must be postmarked or received online. This recruitment will remain open until filled. Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370

Apply Online Today At: www.sjgov.org/hr

MINIMUM QUALIFICATIONS

Note: Supplemental application must be submitted with regular employment application.

EITHER PATTERN I

Experience: Two years as an Assistant Manager of Patient Financial Services in San Joaquin County.

OR PATTERN II

Education: Graduation from an accredited four-year college or university with major in business or public administration, accounting, economics, finance, mathematics, health science or a closely related field.

Experience: Four years of supervisory experience in a health care setting within the last five years including at least one year of direct Hospital Business Office experience supervising billing and follow-up for at least three of the following payers—Medicare, Medi-Cal, Commercial and Contract Insurance, Third Party Liability and Self Pay collections.

Substitution #1: Additional qualifying supervisory experience within the last seven years may substitute for education on a year-for-year basis to a maximum of two years.

Substitution #2: A master's degree in any of the above academic areas may substitute for one year of the required (non-hospital business office) experience.