**Director of Patient Financial Services**

**Evangelical Community Hospital** is a 132 bed, independent, non-denomination hospital located in the picturesque town of Lewisburg, Pennsylvania. The surrounding community features numerous outdoor activities to enjoy along the Appalachian Mountains of northcentral PA, enriching cultural activities at Bucknell University and a vibrant downtown with Victorian charm. We are just a 3-hour drive from New York, Philadelphia, Pittsburgh, and Baltimore.

Quality healthcare to ourcommunityhas been Evangelical Community Hospital’s mission since 1926. We have expanded with the growing needs of our community, providing comprehensive health services with high standards of quality and compassionate care.

We are currently seeking a Director of Patient Financial Services who will be responsible for managing all aspects of billing, collection, cash application and customer service of payer and patient receivables and will have direct management responsibility for the Patient Financial Services staff for both acute care and professional services billing. Evangelical Community Hospital supports the surrounding community with almost 1,000 deliveries, 33,000 ER visits, 120,000 radiology procedures, and over 5,000 same-day surgeries that produce nearly 260,000 claims annually. Complementing that is our multi-specialty medical services organization of over 180 physicians and advanced practice professionals that generate nearly 350,000 claims annually. Our Customer Service team, supporting the acute care and ambulatory service lines, handles over 50,000 patient inquires annually.

Reporting to the Associate Vice President of Revenue Cycle, responsibilities include but are not limited to

* Develops and directs patient account policies to allow for the timely and accurate billing and collection of patient accounts receivable.
* Coordinates billing and collection activities and reviews third party payment and coverage criteria to maximize Hospital reimbursement from billed charges.
* Identifies delinquent accounts and initiates appropriate collection efforts
* Reviews and analyzes collection agency performance
* Participates in Hospital CQI activities and promotes CQI principles throughout the department
* Responsible for fiscal management of departmental budget, including development, monitoring, compliance, cost containment, productivity measures and reporting.

A BS/BA degree in business management or equivalent is preferred; eligibility may be established on the basis of six years’ experience in lieu of degree. Minimum of 3 years of progressive experience in health care revenue cycle, preferably a combination of hospital and physician services. This experience should include supervisory and/or leadership duties.

If you share our vision for high quality service to our patients, visit our career page at: [www.evanhospital.com/careers/careers](http://www.evanhospital.com/careers/careers) to learn more about this position, the hospital and community and to submit an application online. EOE