

Date Posted: 06/21/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

- Job Title:** Associate Director/Billing Manager, Affiliate Billing Assistance
- Employer/Agency:** Planned Parenthood Federation of America (DC)
- Job Description:** Planned Parenthood Federation of America, the nation's leading reproductive health care advocate, seeks a Billing Manager to work with the Health Care Reform team in evaluating and implementing billing strategies. The Associate Director/Billing Manager, Affiliate Billing Assistance will work directly with the Director, Affiliate Billing Assistance to improve billing efficiencies by conducting site visits and workflow analyses before recommending strategies to enhance revenue at Planned Parenthood affiliates around the country.
- Qualifications:** Bachelor's degree. Master's Degree is desirable. Health care consulting work or experience in accounts receivable management is highly desirable. Minimum of six years of directly related, progressively responsible experience in health care finance, billing or related areas with substantial experience in complex analyses. Some experience working with not-for-profit or federated organizations is also desirable. In-depth knowledge of third party billing (Medicaid and commercial). Knowledge of compliance standards and HIPAA. Excellent critical thinking skills with sharp attention to detail and demonstrated ability to meet deadlines. Self-motivator with ability to both take initiative and direction with a willingness to learn. Desire to take ownership of work and work across various teams to resolve problems. Ability to communicate complex information and ideas both orally and in writing. Tolerance of and sensitivity to diversity. Proficiency in Microsoft Excel, Access and PowerPoint. Coding knowledge and certification. Knowledge of health care and non-profit businesses a plus

Planned Parenthood Federation of America is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Planned Parenthood of America does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. Planned Parenthood Federation of America is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.

Salary/Hours: DOE

Employer/Agency: Planned Parenthood Federation of America National Office

Address: 1108 16th St., NW
City, State, Zip: Washington, DC 20036

Contact Person: Kathleen Sherwin
Contact Title: Advisor

Telephone Number: 212.261.4536
Fax Number:
Email Address: Kathleen.sherwin@ppfa.org

Application Method: Apply online at
https://plannedparenthoodext.hire.com/viewjob.html?e_rjob=73837
Application Deadline: July 3, 2012

Opening Date: Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***