

## Director of Finance

Join a dynamic and supportive team as our Director of Finance at a thriving dermatology practice. Hudson Dermatology, PC is looking for a strategic leader with a passion for financial management in the healthcare industry and a commitment to creating a positive and supportive work environment.

This is a full-time position to provide supervisory oversight and management of all facets of the finance, billing and purchasing, including claims processing and collections, revenue monitoring, monthly financial reporting and bookkeeping, 401K management and quality improvement initiatives.

### Duties and Responsibilities:

- Oversee all aspects of the financial operations and implement financial strategies to improve profitability and growth of the practice
- Monitor and analyze financial performance, identify areas for improvement, and develop plans to address them
- Develop, implement, and maintain revenue cycle standard operating procedures
- Stay informed of regulatory, compliance, and best practices for medical dermatology billing
- Research and maintain billing compliance and stay informed and current on regulations for Medicare, Medicaid and private insurance companies
- Supervise in-house billing and collections specialists to ensure timely billing, reporting and patient account management
- Monitor reports to ensure clean claims submissions
- Identify, research and resolve system issues through direct contact with payors
- Monitor collection procedures for both the payor and the patient and identify areas for improvement
- Monitor monthly aging and supervise follow-up on unpaid payor and patient claims
- Supervise prior authorization specialists to ensure all procedures performed have prior authorizations, if needed, and can be billed in accordance with guidelines
- Perform regular audits of daily billing reports to identify coding and billing errors
- Work with the billing staff to address and notify management of problems, as needed
- Develop and monitor purchasing protocols for medical and office supplies and implement best practices across all offices
- Maintain banking and credit relationships to ensure that they meet practice's needs
- Provide monthly updates of revenue cycle status including reports, metrics, and presentations
- Collaborate with other departments to support the overall financial and operational goals of the practice
- Perform special projects and other duties as requested by the leadership team

- Evaluate and negotiate contracts, leases etc., Including but not limited to liquid nitrogen, medical supplies, etc.

Qualifications and Skills:

- The ideal candidate will be a strategic thinker with strong leadership skills who demonstrates accountability, integrity, professionalism, openness and receptive to change
- A Bachelor's degree in a business or related field or relevant experience with progressive development of responsibilities
- Proficiency in use of billing and clearing house software applications
- Understanding of medical coding guidelines
- Experience working with all types of third-party payers (Medicare, Medicaid, private payers)
- Excellent communication and organizational skills, great attention to detail

Join our team of compassionate and dedicated professionals in a supportive and inclusive work environment. We offer competitive compensation and benefits. Submit your resume and cover letter today to take your career to the next level.

For immediate consideration, please email your resume to: [work@hudsondermatology.com](mailto:work@hudsondermatology.com)