



**Title:** Director of Medical Billing  
**Location:** St. Louis, Missouri

### **Company Overview**

Based in St. Louis, Missouri, and backed by private equity investors Compass Group Equity Partners ([www.cgep.com](http://www.cgep.com)), VSS ([www.vss.com](http://www.vss.com)), Siguler Guff ([www.sigulerguff.com](http://www.sigulerguff.com)), and SunGate Capital, Podiatry Growth Partners is a leading growth partner to podiatry clinics throughout the country. The Company is actively seeking to partner with growth-oriented independent podiatrists and podiatry groups. For more information about joining the Podiatry Growth Partners team, please visit [www.podiatry-partners.com](http://www.podiatry-partners.com).

### **Summary of Position**

The Director of Medical Billing will drive billing across all clinic locations through oversight of Podiatry Growth Partners' medical billing teams and processes, including billing, cash management, and collections.

### **Duties & Responsibilities**

- Collaborate with Podiatry Growth Partners practices to design and implement standardized medical billing processes geared toward maximizing practice performance
- Ensure compliance with all governmental and private payor guidelines at all practices of Podiatry Growth Partners
- Audit patient encounters to validate accuracy of registrations, authorizations, documentation, charges, billings, and reimbursements
- Accumulate data and prepare regular reports on billing metrics, clinic results, and staff productivity
- Assist Finance and Accounting team in revenue reporting and recognition
- Manage outsourced billing and/or collection agency relationships
- Assess billing processes for newly (or soon to be) acquired practices
- Develop training programs for Podiatry Growth Partners practices and coach staff as needed
- Stay informed on relevant legislation and payor updates, educating the teams as needed

### **Qualifications & Experience**

- 5-10 years of proven, progressive leadership experience in Medical Billing
- 3-5 years management experience
- Self-starter, highly motivated; ability to complete tasks with minimal supervision
- Strong analytical and problem-solving skills, excellent attention to detail, and highly organized
- Ability to handle multiple projects with changing priorities
- Strong communication skills (verbal and written)
- Advanced Microsoft Office skills
- Experience with EHR systems
- Bachelor's Degree from an accredited university
- Significant travel required

Please email resumes to [careers@podiatry-partners.com](mailto:careers@podiatry-partners.com).