

Home Health Account Manager

Company: Complete Compassionate Care

Location: Kalamazoo/Portage, MI

Base Pay: DOE

Employee Type: Full-time Employee

Industry: Healthcare – Health Services

Manages Others: Yes

Job Type: Account Manager

Req'd Education: N/A

Req'd Experience: At least 2 years preferred

Req'd Travel: Not specified

Relocation Cover: No

Contact:

Phone:

Email:

Fax:

Job Description:

Complete Compassionate Care (CCC) provides inclusive homecare services for all our clients. We specialize in Dementia and Alzheimer's patients. We are owned by a certified Dementia practitioner and RN. Being owned by someone who specializes in the care and treatment of other people, gives us a more professional and personal outlook on the people we care for. We accept payment through long term care insurance and private pay, but we are willing to work with the clients to come up with the best possible payment plan for everyone involved. We also have a DME which makes it easy and convenient for our clients to only have to come to us rather than a multitude of companies. This makes us competitive in the home health care market and an easy choice for our referral sources. CCC is dedicated to servicing the communities around us with efficient, effective, and complete homecare services. We are currently seeking an Accounts Manager for our Kalamazoo/Portage office.

Position Summary:

The Accounts Manager will be responsible for endorsing our services to Doctors, discharge planners, and other healthcare professionals. Besides endorsing to healthcare professionals, the role also entails promoting CCC as an information resource. The Manager will have an integral role in educating everyone from patients to community members on the benefits and functionality of in-home health care. The Manager will be responsible for building up a community's knowledge of home health care while upholding CCC's quality statement. (see website: www.completecompassionatecare.com)

Position Requirements:

- Business/Marketing/Provider Relations/Professional Referral/Medical experience
- Minimum of two years health care experience within the last four years preferred
- Familiar with State and Federal regulations

- Excellent interpersonal skills
- Ability to read and write proficiently in English
- Reliable Transportation
- Valid state driver's license and current automobile insurance
- Having experience with Grant writing would be a plus

Responsible to:
CEO

Position Responsibilities:

- Develops compassionate and well-established working relationships with clients
- Educates patients, caregivers, hospital staff, physicians, and community members about the benefits of home health care services
- Makes initial contact with other health care services about work agreements and financial arrangements to ensure that the client has the necessary services at his/her disposal
- Promotes open communication within the work place to ensure the proper implementation of new contracts
- Keeps the CEO/Regional Manager informed of changes in the surrounding health care community
- Uses information about the health care community to make recommendations on ways to meet the company's goals and quality statement within the State and Federal regulations
- Adheres to all company policies and procedures as well as the company's goals and objectives
- Establishes and maintains connections within the community to best understand the community's needs
- Presents on-location services to hospitals, physician offices, and facilities as it is requested
- Demonstrates good professional behavior, and acts as a model of good professional decorum for staff members at all times
- Performs specific projects as requested by the CEO/Regional Manager

Complete Compassionate Care offers competitive pay in the form of a salary plus commission, full benefits including a 401 (k), and 17 days paid time off.