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**Summary:** Retired Senior Manager currently volunteering as a Medicare consultant to Senior Centers and Church groups. Skills include but not limited to troubleshoot/problem solving, prioritizing, written correspondence, record keeping and public speaking.

## **PROFESSIONAL EXPERIENCE**

### **Hour Children Inc., Long Island City**

**2014**

#### ***Chief Operating Officer - Interim***

- Managed all financial services, including, but not limited to budget development, accounts receivable, monthly billing, financial reporting, investment fund oversight, and all other accounting responsibilities.
- Managed a high volume of details and transactions related to rental properties and retail outlets
- Interacted positively with staff, board members, and the broader community
- Developed annual budget with direction from Finance Committee and Executive Director
- Tracked all incoming revenue and expenses for each program
- Provided monthly program reports to Finance Committee
- Provided monthly budget statements by program and reviewed with Program Heads
- Supervised preparation of all tax reports
- Managed all Receivables and monthly billing
- Managed all government funding contracts (DOMH, OTDA, DOCCS, etc.)
- Developed annual review/audit with auditors
- Analyzed organizational finances on a regular basis, optimizing areas of growth or efficiency
- Supervised employee payroll and Benefits/Human Resources Management

### **New York Presbyterian System, New York**

**2002 to 2014**

#### **New York Presbyterian Plan Management, January 2012 – March 2014**

##### ***Director of Finance – Managing Plan Run-out***

- Managed third party administrator responsible for provider and vendor payments
- Managed IT and Medical Management staff
- Prepared New York State Department of Health HIV Special Needs Program quarterly reports
- Prepared and monitored Capital, Revenue, Expense and Grant budgets
- Prepared of New York State Stop/Loss analysis
- Troubleshoot claims payment difficulties
- Supervised payroll preparation and electronic submission
- Authorized “high dollar” claims, “Out of Network” services and vendor payments
- Prepared and reviewed all financial documents presented during quarterly board meetings
- Frequent interaction with Sr. Vice President of Finance and Systems Vice President
- Interacted with independent auditors and actuarial consultants
- Negotiated storage contract and coordinated packaging and shipment of client/plan records to storage facility
- Frequent interaction with NYSDOH, NYCDOH, NYSDOI, NYS – OMIG, NYS – OIG concerning plan compliance and closure requirements

(2)

### **New York Presbyterian System – SelectHealth**

#### ***Sr. Financial Analyst, January 2006 – January 2012***

- Managed third party administrator responsible for provider and vendor payments
- Prepared New York State Department of Health HIV Special Needs Program quarterly reports
- Prepared and monitored Capital, Revenue, Expense and Grant budgets
- Prepared of New York State Stop/Loss analysis
- Prepared five year forecast of member utilization
- Developed strategic benefit grid for provider payment
- Negotiated reimbursement rates with prospective providers
- Troubleshoot claims payment difficulties
- Supervised payroll preparation and electronic submission
- Authorized "high dollar" claims, "Out of Network" services and vendor payments
- Oversaw Metro Card purchases and distribution for various sites and events
- Prepared and reviewed of all financial documents presented during quarterly board meetings
- Daily interaction with Operations Plan Manager and Plan Medical Director
- Interacted with independent auditors and actuarial consultants
- Provided guidance to Provider Services representatives
- Established new headquarters for SelectHealth which included but not limited to: Negotiating lease, furniture purchases, telephone equipment and usage contracts, IS equipment and cleaning services

**New York Presbyterian Hospital  
Revenue Specialist, July 2002 to January 2006**

- Addressed specific revenue issues for Oncology, Behavioral, Digestive Disease, Medicine, ED, Rehab, Pediatrics, Geriatrics and Surgery Service Lines
- Advised and assisted Service Line Directors on feasibility and implementation of new programs
- Prepared revenue analysis for officer review
- Performed routine prospective audits of services and coordinated troubleshooting efforts to insure services were being captured and billed properly
- Collaborated with Patient Financial Services and Managed Care departments to ensure accurate payor contracting and payment, specific to Service Line
- Developed and produced standardized reports to continually measure and report productivity and financial benchmarks

**Montefiore Medical Center, Bronx, New York  
Finance / Practice Administrator**

**April 1994 to June 2002**

- Prepared and monitored budgets of Medical Oncology (\$15.0m) and Radiation Oncology (\$8.0m). Prepared operating and capital budgets; forecasted demand for services and conducted trending analysis.
- Summarized, analyzed and presented financial results to Director, Chairperson, Officers and Staff on a quarterly basis
- Performed fiscal planning process related to site and practice budgets
- Provided direction and supervision of subordinate staff in physician practice/billing and clerical support staff
- Implemented cost containment measures
- Assisted in strategic planning for physician billing/practice and productivity
- Developed and maintained fiscal structure of the departments including negotiation of services

**(3)**

- Developed goals in the planning and implementation of growth and service enhancement strategies, which would enable the hospital to offer a complete continuum of care and to develop a reputation of clinical excellence in the oncology service line

- In collaboration with clinical leaders, physician leaders, and administrators, ensured that high-quality, cost-effective patient services were provided.
- Ensured that staff was competent in their field of expertise and in administrative procedures by supporting and advancing educational development of all staff within the service line.
- Evaluated oncology facilities, capacity, and through-put. Participated in facility planning, renovation, and construction.
- Implemented effective communication strategies to ensure that all staff within the oncology service line was kept informed and were able to participate in the effective provision of patient and client services.

### **Education**

**Brooklyn College of Pharmacy – Long Island University, Brooklyn, New York  
Phar. B. – Bachelor of Pharmacy**

**Lehman College, Bronx, New York**

- **Certificate – Financial Analysis**
- **Certificate – International Business**

**GE Six Sigma - Master Change Facilitator Training**