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**Title: Director of Phlebotomy and Specimen Collections**  
**Reports to: Vice President –Client Services**

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**Position Summary:** The Director of Phlebotomy and Specimen Collections provides leadership in the strategy, management, recruitment, training, and compliance of field collectors.

**Duties & Responsibilities:**

- Provide strategic guidance and daily direction to inspire supervisors, group leads and field collectors to maximize potential
- Manage effective scheduling to accommodate clients' needs
- Collaborate with leadership to support the growth, retention, and training of department
- Lead recruitment, onboarding and continuous development and growth of team members
- Determine performance metrics, establish dashboards, and drive accountability of department and individual collectors
- Deploy assessment, training and coaching resources and tactics that will help collectors to better meet goals and objectives
- Ensure compliance of Company policies and applicable regulations, in collaboration with the Collection Compliance Coordinator
- Manage operating budget for department
- Develop and maintain strong relationships and serve as a trusted resource to both staff and clients

**Job Type:**

Position requires weekly COVID testing, and while it is based out of our Waterford, Michigan office it will require this person to be in the field at client sites often, as necessary.

**Position details:**

Full Time, Exempt

**What we offer:**

- Competitive compensation commensurate with experience
- Benefits available on the first of the month following 30 days of employment:
  - Medical, dental, vision, life, LTD
  - Voluntary STD, HSA
- 401(k)
- PTO
- Holiday
- Helix Diagnostics offers an exciting opportunity for professional growth

**Licenses/Certifications/Registrations:** N/A

## **Qualifications:**

### *Required:*

- 5+ years professional experience, with 3 years in medical billing processes
- Experience in medical billing coding
- Professional certification (CPC) or planning/in process to obtain
- Experience in handling medical prior authorizations highly desired
- Associate's or Bachelor's degree highly desired

## **Education:**

High school diploma or equivalent required. Recommended online education tutorials in introductory Laboratory Compliance and Regulations.

## **Qualifications:**

- Preferred:
  - Phlebotomy certification
  - Minimum three (3) years as a phlebotomist/collector for a Laboratory company
  - Bachelor's degree
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- Management/Supervisor experience

## **Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

## **Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.