

MARY A. SHAUB, M.H.S.
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SUMMARY OF QUALIFICATIONS

Action oriented executive leader with extensive experience in progressively responsible management positions. Excellent interpersonal and quantitative analysis, with an independence and adaptability to implement difficult decisions as well as possessing critical and analytical processing skills to resolve challenging situations.

PROFESSIONAL EXPERIENCE

SHAUB MANAGEMENT CONSULTING, Philadelphia, PA

Executive Management Consulting and Coaching, 1986-PRESENT

- **Executive Director, Behavioral Health Services, Jewish Employment and Vocational Services:** Responsible for the operational direction of three multimillion dollar programs delivering methadone maintenance and vocational rehabilitation services.
- **Management Consultant, SODEMI, Ivory Coast:** Provided public relations, lobbying and marketing services for the President within the United States.
- **Executive Director, Swarthmore Neurology Associates:** Responsibility for effective operation of a three location \$12,000,000 dollar annual neurological practice that spanned two states..
- **Planning Coordinator, The Johns Hopkins University:** Developed a public health community service program at the School of Hygiene and Public Health.
- **Revenue Appeal Administrator, Northwestern Human Services:** Collated patient records for a \$3,000,000 legal cases to recoup monies.
- **Management Consultant, SODEMI, Ivory Coast:** Provided public relations and marketing services to the Executive Director within the United States.
- **Grant Management, Shaub Management Consulting:** Provided micro-grants to entrepreneurs in the Caribbean and West Africa in the retail and construction trades; participated in writing grants for funding entities such as Center for Disease Control, Substance Abuse and Mental Health Services Administration, and Bread and Roses .

VISITING NURSE ASSOCIATION OF GREATER PHILADELPHIA, Philadelphia, PA

Patient Accounting Director, 1994-1996

- Directed the billing and follow-up of \$42 million per year of accounts receivables for the largest nonprofit home care agency in the state of Pennsylvania.
- Collaborated in research and development for new business ventures.
- Insured the department's compliance with third party reimbursement regulations with special expertise in managed care, Medicare and Medicaid.

HAHNEMANN UNIVERSITY, Philadelphia, PA

Acting Director of Hahnemann Medical Faculty Associates and Associate Director of Professional Reimbursement, 1992-1993

- Directed the billing operation of a multispecialty physician practice with annual gross revenues of \$24 million per year.
- Negotiated specialized managed care contracts for the medicine practice.
- Spearheaded the installation of the SIGNATURE billing system for the Department of Medicine.
- Administered the transition of the medicine practice into a consolidated university-wide professional billing operation.

CHILDREN'S HEALTHCARE ASSOCIATES, P.C., CHILDREN'S HOSPITAL OF PHILADELPHIA

Reimbursement Specialist, 1989-1992

- Maximized practice revenues of \$37 million per year for this academic multispecialty practice through analyzing reimbursement levels, physicians' practice style, the impact of federal and state health policies, and establishing divisional fee schedules.
- Negotiated specialized managed care contracts and reimbursement with third party payers for technologically advanced procedures.
- Designed and implemented workshops on CPT/ICD-9 coding, medical record documentation.
- Maintained the IDX billing system's dictionaries

LANCASTER GUIDANCE CENTER, Lancaster, Pennsylvania
Case Manger, 1982-1987

- Provided counseling and social work services for more than 150 mentally retarded adults; authorized and managed the allocation of public monies for these services.

EDUCATION

Master of Health Science in Finance and Management, 1989

The Johns Hopkins University, Baltimore, MD

Bachelor of Arts in Psychology, Cum Laude, 1979

Millersville University, Millersville, PA

Graduate Study: Psychopathology, 1984

Millersville University, Millersville, PA

Continuing Education: Computer Systems, 1982

Franklin and Marshall College, Lancaster, PA

PROFESSIONAL AFFILIATIONS

Public Health Section Member, Philadelphia College of Physicians

Public Policy Committee Member, Jewish Employment Vocational Services

Alumni Chapter President, Philadelphia Chapter, Johns Hopkins University

Executive Committee Member, Johns Hopkins University

PRESENTATIONS AND LECTURES

2000 Coding the Service and Illness and Getting Reimbursed, Pfizer Pharmaceuticals, Lawrenceville, NJ; Aventis Pharmaceuticals, Philadelphia, PA

2000 The Role of the Front Office, Effective Customer Service, ICD-9 Coding, Beebe Medical Center, Lewes, Delaware

1999 The Front Office: Your Center for Reimbursement, SBADV, Wayne, PA

1998 Medicaid Reimbursement, Patricia Salmon and Associates, Philadelphia, PA

1998 Health Care Management Education: Translating Education to Successful Employment, The Johns Hopkins School of Hygiene and Public Health, Baltimore, MD

- 1998 Billing, Collections and Reimbursement, Beebe Medical Center, Lewes DE
- 1998 How is Your Front Office Surviving, Greater Philadelphia Health Assembly, Philadelphia, PA
- 1998 Medical Coding and Reimbursement, Pfizer Pharmaceuticals, New Brunswick, NJ; Aventis Pharmaceuticals, Philadelphia, PA

PUBLICATIONS

- Shaub, Mary; “Customer Service For Building Your Practice.” Physicians News Digest, November 2002.
- Shaub, Mary; “Embracing Complementary Medicine.” Physicians News Digest, June 2002.
- Shaub, Mary; “Empowering Patients as Financial Advocates.” Physicians News Digest, April 2002.
- Shaub, Mary; “Effective Billing on a Shoestring Budget.” Physicians News Digest, December 2000.
- Shaub, Mary; “The Role of the Front Office in Reimbursement.” Physicians News Digest, March 2000.
- Shaub, Mary; “How is Your Front Office Surviving?” Greater Philadelphia Health Assembly’s Newsletter, November 1998.