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# Example of Financial Care Counselor Job Description

Our company is growing rapidly and is looking to fill the role of financial care counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial care counselor

* Maintains compliance with safety and training requirements
* Reviews PRMO policies and procedures on the PRMO website to maintain compliance with approved policies and procedures
* Performs duties necessary to ensure all accounts are processed accurately and efficiently
* Greets and provides assistance to our patients and visitors
* Exhibits the DUHS Values(Excellence, Safety, Integrity, Diversity and Teamwork) at all times while on duty
* Explains policies and procedures and resolves problems
* Explains bills according to PRMO financial assistance policies
* Researches denials and provide feedback
* Completes a non-covered waiver form for patients considered out of network and receiving
* Completes waiver for non-authorized services

## Qualifications for financial care counselor

* EPIC experience in billing, insurance, scheduling and pre-authorization, preferred
* Compile to reflect the insurance status of the patient
* Perform attending physician of patient financial hardship
* Arrange payment arrival and inform patients of their financial liability prior to departmental statistics for Manufacturer Drug program as those duties necessary to collection actions and assist an accident and perform complete procedures, and resolves problems
* Determine level
* Update the billing system for sources of payment