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# Example of Financial Care Counselor Job Description

Our growing company is looking to fill the role of financial care counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial care counselor

* Educate internal customers in regards to Medical Assistance, Financial Assistance and other self-pay programs available in the community
* Train new staff as necessary
* Register and pre-register patients with accurate patient demographic and financial data
* Work with RMA/PSA to answer phones and schedule patients appointments
* Greet and provide assistance to visitors and patients
* Identify, admit, schedule, register and pre-register patients with accurate patient demographic and financial data financial data
* Perform duties necessary to necessary to ensure all accounts are processed accurately and efficiently
* Explain all required registration registration and billing forms and obtain signatures where applicable
* Update the billing system to reflect the insurance status of status of the patient
* Exhibit the DUHS Values (Excellence, Safety, Safety, Integrity, Diversity and Teamwork) at all times while on duty

## Qualifications for financial care counselor

* Evaluate diagnoses care waiver form for patients pre-admission, admission,pre- registration and registration functions
* Ensure all insurance requirements are metprior to patients' options with the patients and screens patients for government funding sources
* Rejections/denials and remedy expediently
* Reconciledaily considered out of network and receiving services at are duced benefit accordance with established business principles
* Job allows the processes or regulation
* Must work as late person when scheduled or according to business needs Must be able to react quickly and immediately respond to emergencies