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# Example of Patient Accounting Job Description

Our company is growing rapidly and is looking for a patient accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient accounting

* Conduct timely regular staff performance appraisals in accordance with Institute's policies and pre-determined productivity metrics
* Remain current on industry best practices, update fellow Senior Managers and/or staff of findings, and institute appropriate change to the department, as appropriate
* Being efficient
* Anticipates potential areas of concern within the follow up function
* Provide daily management oversight to all business office functions, including billing, collections, refunds, appeals and payment variances, cash application for the combined business office
* Collaborate with Finance and Physician Practice leaders to establish strategic plans and goals for continued improvement related to accounts receivable and net revenue performance
* Analyze and identify opportunities for process improvement using physician financial services reporting data
* Ensure electric medical records system is utilized to the full potential
* Demonstrate excellence in management of all levels of employees
* Act in the role of Governmental Billing Supervisor, supervise staff members, train, evaluate and discipline staff

## Qualifications for patient accounting

* 2-4 years of accounting, financial analysis and decision support experience in a hospital or similar environment
* Knowledge of Cerner ProFit, a plus
* Knowledge of Cerner clinical applications
* Minimum one (1) year experience in a broad medical/surgical background or one (1) year experience in medical auditing is preferred
* Knowledge/build/use of the following o Base Build, Payment Plans, Collection Agencies, Collection Criteria, Work Queues, Rules
* Minimum one (1) year experience in medical auditing or HIM coding is preferred