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# Example of Patient Accounting Job Description

Our company is growing rapidly and is looking to fill the role of patient accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for patient accounting

* Act as the lead advisor in the development of billing and collection strategies for all third-party payors including Medicare, Medicaid, commercial insurers, Veterans Administration, Hospice, and managed care contractors
* Perform monthly audits of outstanding claims not billed
* Work closely with Health Information Management staff for compliant billing
* Attend all seminars and teleconferences in the realm of Governmental Billing
* Ability to work with other departments to resolve issues that affect billing
* Assists with the preparation of assigned monthly account reconciliations and variance documentation
* Assists with payroll, accounts receivable and/or accounts payable functions
* Enters data into and generates reports from the department's information systems/programs
* Retrieves, files, organizes and archives financial records as necessary
* Prepare work papers supporting assigned financial analyses/projects

## Qualifications for patient accounting

* A current LVN or RN license, or CCS, CPS certification is preferred
* Bachelors degree required, with a minimum of 10 years experience
* Experience or knowledge of hospital and/or professional operations basic third parties payer requirements
* This position requires a Bachelor's Degree, with five or more years of Information Systems experience and a minimum of three years of physician office experience or Acute Care Registration experience
* A good working knowledge of Acute Care and Physician office Registration and Scheduling processes
* Understands the workflow for registration for acute care facilities and physician offices to include encounter types, Locations, Pre-Registrations, and Eligibility Checking