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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

* Ensures client Service Desk tickets and other requests/issues are appropriately followed up on and adequately resolved in a timely manner
* Fulfills departmental requirements in terms of providing work coverage, on call coverage, and administrative notification as scheduled including periods of personnel illness, vacation, or time off
* Reviews OneChart to validate and assign diagnoses and procedure codes for outpatient diagnostic services & simple outpatient visits
* Demonstrates the ability to achieve accurate, complete and consistent selection of principle and secondary diagnoses and procedures, identifies signs and symptoms for medical necessity
* Correctly queries physicians for clarification of documentation as directed by Coding Query guidelines, Coding Clinic, and CPT Assistant
* Follows official coding guidelines and directives for all coding and assignment of payment categories
* Serve as a resource to the data management team
* Balance, research and reconcile all deposits posted daily, including daily bank statements and electronic funds transfers and report to appropriate departments
* Reconcile monthly refunds with reporting from all accounting systems against Lawson reports
* Reconcile NSF’s monthly with reporting from all accounting systems

## Qualifications for patient accounting

* This position requires two years of technical school or an Associate's Degree, with three or more years of Information Systems experience and a minimum of three years of physician office experience or Patient
* Accounting/Revenue Cycle experience
* Preferred experience with Cerner ProFit application or other Revenue Cycle applications
* Participatory management oriented
* Computer skills include proficiency in e-mail, word processing, spreadsheets and databases
* Regional resource for respiratory Care, sleep diagnostics and cardiac surveillance