Downloaded from <https://www.velvetjobs.com/job-descriptions/patient-accounts-rep>

# Example of Patient Accounts Rep Job Description

Our innovative and growing company is looking to fill the role of patient accounts rep. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for patient accounts rep

* Maintains data in billing management system, updating current and adding new demographic information, and ensures that documentation entered is accurate and complete
* Maintains open communication with management regarding billing and coding issues including documentation, denials/appeals
* Printing of all lockboxes for imaging and batch tracking with deposit date, group, and batch amount
* Uploading the daily download and putting the payments into the Cash Clearing System
* Updating the Daily Deposit Spreadsheet
* Scanning checks daily into the 5th 3rd bank account and batch tracking with deposit date, group and batch amount
* Printing and batch tracking the CRNA groups
* Printing remits off of carrier websites along with zero pay remits
* Sorting the mail by carrier
* Working spreadsheets for the close of the batch period

## Qualifications for patient accounts rep

* Two years experience working in hospital billing and collection of third party and self-pay accounts
* Experience in MS4, Midas, Emdeon and Microsoft Office products
* Proficiency with Excel and Word is required
* Minimum of 1 year medical billing in acute care or ambulatory care setting or medical billing certification from an approved program, required.Prior experience in physician office operations, preferred.Prior experience in physician revenue cycle claim creation and resolution, preferred
* Minimum of 1 year medical billing in acute care or ambulatory care setting or medical billing certification from an approved program, required
* Prior experience in physician office operations, preferred.Prior experience in physician revenue cycle claim creation and resolution, preferred