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# Example of Patient Accounts Rep Job Description

Our growing company is searching for experienced candidates for the position of patient accounts rep. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for patient accounts rep

* Update patient accounts using appropriate documents and information
* Verify insurance coverage with carrier
* Review run sheet, enter all patients demographic
* Identify and correct all errors prior to billing
* Complete the medical necessity form for all Medicare and if needed Medicaid patients
* On a daily basis, make address and/or insurance corrections received after the initial bill has been mailed when requested or as provided to CEMS via the mail
* Correct bills that have received a rejection and resubmit claims to proper insurance company
* Accurately process manual forms and forward to respective insurance company in a timely manner
* Assist with telephone inquiries in a courteous and professional manner
* Transfer accounts to private payment pay plan if deemed necessary

## Qualifications for patient accounts rep

* 1 year experience or related certification program in areas such as billing, medical office, coding and accounting
* Previous banking or refund experience
* CPT/ICD9 coding experience preferred
* Must have accurate typing skills
* Must be available during normal business hours
* Analyzes and researches reasons for outstanding billed accounts receivables