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

# Example of Patient Accounts Job Description

Our growing company is looking to fill the role of patient accounts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for patient accounts

* Responsible for maintaining dollars outstanding greater than 90 days old at an acceptable level
* Ensure that cash collections as a percentage of Net Revenue are in line with budgeted expectations
* Ensure bad debt as a percentage of Net Revenue is in line with budgeted expectations
* Train, Educate & Develop staff in a manner that promotes staff efficiency, self-esteem, personal initiative, and excellent customer service skills
* Responsible for maintaining staff turnover at an acceptable level within assigned areas
* Demonstrate willingness to identify and/or assume activities relative to the developmental needs of the unit and the department
* Demonstrate dependability/flexibility in meeting the scheduling needs of the unit/department
* Accept assignment as preceptor for new staff and contributes to the professional development of staff and colleagues
* Over sees the staff responsible for the daily billing, collections and cash posting for our off-site rehab locations
* Oversee the staff responsible for the daily billing and handling of contracted corporate, sports and bundle payment accounts

## Qualifications for patient accounts

* Two (2) to three (3) years health care credit and collection, billing and/or patient accounting experience required, preferably in a hospital setting
* Previous experience in a clinical office preferred
* 3 years of experience in a healthcare revenue cycle (registration, billing, ) with at least 1 year of experience directly related to Registration/Admitting/ Financial Clearance
* Completed all required OSF revenue cycle training and certifications necessary for levels I and II
* Strong experience with electronic medical record system and strong knowledge of office applications and the internet
* Associates degree in business, healthcare or related field preferred