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# Example of Patient Financial Counselor Job Description

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

## Responsibilities for patient financial counselor

* Assists patients in obtaining financial assistance
* Initiates and coordinates the acquisition and receipt of all credentialing documentation from new and existing providers
* Follows policies and procedures to contribute to the efficiency of the business and front office
* Review patient's Radiation Oncology treatment plan
* Communicating with patients and insurance companies on the phone
* Appropriately documenting and reporting payment information
* Educating patients about payment options and financial assistance
* Negotiating and strategizing patient payment arrangements
* Updating patient accounts and balances
* Reviewing and processing patient and insurance company forms

## Qualifications for patient financial counselor

* Must possess adequate math and computer skills
* Previous financial counseling experience preferred
* Previous benefits verification experience preferred
* Minimum three years of medical business office experience with insurance procedures and patient interaction
* Additional clinical background preferred
* Provides initial insurance verification/patient registration for upcoming appointments