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# Example of Patient Financial Counselor Job Description

Our innovative and growing company is searching for experienced candidates for the position of patient financial counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient financial counselor

* Evaluates work flows and processes
* Actively participates in Team business decisions
* Identifies training and educational opportunities and needs
* Gathers data to measure Team effectiveness and productivity
* Reviews procedures and recommends changes and improvements
* Performs adhoc projects related to unanticipated needs
* Interviews, trains, evaluate staff
* Research and resolves outstanding billing issues or problems
* Councils patients on costs of services
* Research denied claims through review of system/account/process to reconcile information

## Qualifications for patient financial counselor

* Ability to pass a data entry test with a score of 6000 kpm with less than 5% error rate
* Demonstrates respect, courtesy and empathy, and maintaining a positive work relationships
* Positively contributes to a team environment
* Working knowledge of government and third party payers
* Demonstrates competence in registration, billing and federal payer programs
* Demonstrates excellent financial, analytical, negotiation and decision-making skills