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# Example of Patient Financial Services Job Description

Our company is growing rapidly and is looking for a patient financial services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for patient financial services

* Procard holder- purchase office supplies and materials
* CTA card holder- schedule doctor meetings, luncheons, flights/lodging per necessity
* Review and pay statements for private couriers
* Create expense reports for reimbursement through Ariba
* Ensures the organizations Financial Assistance Program is compliant to all eighty eight (88) Internal Revenue Service’s (IRS) 501 R guidelines
* Ensures all departments are compliant by auditing and reporting variances to management
* Maintain Soarian, LDA, and SMS worklists to ensure all patients
* Perform prescreening interviews for potential applicants over the phone
* Verify Health Care Connections (HCC) coverage and other insurances prior to adjusting accounts within Soarian, SMS, and LDA
* Manages the monthly close and reconciliation of the billing system and provides A/R summary updates at monthly close meetings

## Qualifications for patient financial services

* Strong educator/speaker capable of conducting remote webinar or on-site educational sessions, when needed
* 5+ years of Healthcare management, such as but not limited to, accounts receivable and payable, clinic or patient management, and marketing/public relations
* Demonstrated skills in computer data entry and worksheets
* One year experience in Patient Accounting with cash application experience preferred
* Develops action plans to implement goals and evaluates outcomes on a quarterly basis
* Manages and develops a results oriented team, including senior manager, manager and supervisor levels