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# Example of Patient Financial Services Job Description

Our growing company is looking to fill the role of patient financial services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for patient financial services

* Hires, trains, evaluates, disciplines and discharges, as needed, managerial and supervisory personnel
* As part of the team, act as liaison with the Billing Managers to facilitate reports, prioritize issues and communicate changes
* Support staff by resolving assigned tickets and communicating issues resolution to all PFS employee
* Assist in developing Soarian Financial Revenue Management system functionality
* Develops documentation to be used to ensure exposure to new or revised system functionality
* Maintain assigned master files, and document changes in the approved change control procedure
* Summarizes results from assignments for administrative review
* Other duties as assigned based on new initiatives and/or areas requiring focused effort
* PFS CBO representatives are responsible for accurate billing of services rendered, timely and accurate collection of expected reimbursement
* Inform designated CRM AVP of any significant issues in the Patient Access areas (e.g., Pre-registration delays, unbilled challenges, pre-authorization backlogs)

## Qualifications for patient financial services

* Willingness to work as a team in the areas of thought leadership, curricula design, and media applications
* Experience with the ICD-10 clinical and administrative transition is a requirement
* Ability to work across multifunctional areas manage varying priorities
* Two year college degree desirable
* Two years of experience in Patient Financial Services area including hospital and physician reimbursement understanding
* Strong knowledge of Soarian Revenue Management preferred