



# Example of Patient Account Rep Job Description

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

## Responsibilities for patient account rep

- Must be able to utilize and understand many complex and varying State and Federal statutes and regulations, guidelines and systems, and perform the account follow-up function with all Commercial payors and government agencies to obtain maximum and correct reimbursement of accounts receivables
- Prepares and coordinates the publishing of educational material, training aids and A/R system documentation for distribution within and external to the immediate department
- Review for accuracy and approve financial transactions for specified procedure numbers and dollars for posting to the accounts
- Performs special projects for Patient Financial Services and Finance departments
- Assist in maintaining and updating the Associates' attendance records
- Interpret and communicate information regarding credit policies and procedures, billing practices, insurance submission and out-of-pocket patient responsibility
- Accurate batch balancing and reporting
- Submit claims to secondary insurers as required
- Provide first-rate customer service as top priority in a transparent environment as an extension of our client
- Runs & reviews 72 hour reports in CPA, two to three times each week

## Qualifications for patient account rep

- Must have 2+ yrs experience in the Medicare Billing and DDE exp, Collections and all aspects of A/R cycle
- Must be proficient in Word & Excel
- Previous experience with Medical Manager, Medisoft or other medical software highly preferred
- Must have experience in a medical clinic, heavy medical billing, heavy A/R, collections (from insurance companies & patients), insurance follow-up and coding& verification
- Works daily work files to keep A/R Days, 120 Days Plus, and Bad Debt within company Goals
- Performs the outlined code practice as assigned