



# Example of Physician Liaison Job Description

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Our growing company is looking for a physician liaison. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for physician liaison

- Participate in the center's operational Core Leadership weekly meetings
- Market the center through daily outgoing calls and a minimum of two weekly face-to-face visits to physician offices to develop solid and long lasting relationships
- Obtain and accurately enter accurate patient demographic, insurance authorization and workup from physician offices at time of scheduling
- Review block utilization weekly and monthly to release block times not being used and actively backfill with other cases
- Accurate and timely follow up and resolution for all accounts receivable
- Works all denials and corrected claims collaborating with the biller and/or Business Office Manager, insurance payers and/or patients on past due accounts
- Possess basic knowledge of medical terminology and health insurance billing
- Active member of the center's growth team in developing and maintaining an effective marketing program that encompasses physicians, patients, medical groups, and third party payers
- Market the center through daily outgoing calls and face to face visits to physician offices to develop solid and long lasting relationships
- Coordinates with anesthesia group to confirm scheduling for coverage

## Qualifications for physician liaison

- Works closely with Clinical Director to avoid equipment or supply conflicts

- Demonstrates knowledge of insurance lines of business
- Strong knowledge of medical terminology and anatomy
- Have the ability to evaluate problematic situations and multiple alternative scenarios and come to independent conclusions on how to respond appropriately
- Responsible for candidate lead generation, pre-screening and appropriate follow-up for physician candidates in designated specialties