



# Example of Physician Liaison Job Description

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Our innovative and growing company is searching for experienced candidates for the position of physician liaison. 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 physician liaison

- Maintain a database of physicians/offices visited
- Produce detailed reports identifying specific referral target audiences and marketing trends, along with marketing campaigns
- Evaluate market data, competitive information, and financial data to determine effective marketing and public relations strategies to accomplish business goals
- Track physician concerns to trend issues for process improvement and customer relationship management
- Stay current and adhere to Stark and IRS regulations to maintain and protect system's Medicare/Medicaid certification
- ORC's objective is to ensure our core strategy, One Ministry Committed to Excellence, is enhanced along with the overall patient care experience (know me, care for me, ease my way) by delivering a robust foundation of services, operational and technical support, and the sharing of comprehensive, relevant and highly specialized revenue cycle expertise
- The Physician Billing Liaison Analyst Senior investigates and analyzes problems to identify the root cause
- The Physician Billing Liaison Analyst Senior serves as a subject matter expert and collaborates with clinics and other revenue cycle departments to identify and resolve cross-department issues
- Provides ongoing communication and training
- The Physician Billing Liaison Analyst Senior provides coaching and mentoring

problems, registration and insurance related issues and workflow optimization

## Qualifications for physician liaison

- CMR experience preferred
- Bachelor's degree preferably in health care administration, information technology, education or related field
- Minimum 2-3 years of experience in training physician and clinical staff in EMR systems with a proven track record of encouraging adoption
- Minimum 1-2 years providing software system support and troubleshooting
- Knowledge of Ambulatory EMR is preferred
- Must be able to work creatively and independently and consistently present a very positive image