

JOB RESPONSIBILITIES



Ensures the systematic and timely insurance follow-up and resolution of all accounts.



Documents all collection activity in the patient accounting system.



Maintains compliance with government & contract regulations and working with both internal & external customers.

REQUIREMENTS



High school graduate

Basic knowledge of claims review and insurance collections, strong communication skills, professionalism, and the ability to work well with others

PATIENT ACCOUNT REPRESENTATIVE

This position concentrates on insurance collections using computer-based applications to provide accelerated accounts receivable recovery. Patient account representatives may work with patient billing, insurance collections, customer service or cash posting.

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