

**MOUNTAINVIEW MEDICAL CENTER
JOB SUMMARY**

POSITION TITLE: PATIENT ACCOUNT REPRESENTATIVE-COLLECTIONS/RHC BILLING

DEPARTMENT: Business Office

CLASSIFICATION: FT- Non-Exempt

HOURS: 8:00A.M. – 5:00 P.M. M-F

JOB SUMMARY:

Responsible for all private pay patient accounts from the bill run to collecting payment on account. Responsible for keeping records of all collection efforts and status of accounts. Maintains current knowledge of 501R rules & regulations. Responsible for Rural Healthcare Clinic accounts receivable billing and follow-up activities.

EDUCATION, TRAINING AND EXPERIENCE; CERTIFICATION/LICENSURE:

High school graduate required; accounting courses or related experience preferred. Minimum of 1-3 years healthcare industry experience preferred.

SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:

Ability to use personal computer, including information system applications for patient accounting systems. Proficient in Microsoft Word and Excel. Strong organizational, interpersonal and communication skills. Must be able to apply principles of logical thinking to identify and define problems, develop and implement solutions, collect data, establish facts, draw valid conclusions, and deal with accounting abstract and concrete variables. Commitment to excellent customer service working both independently and as an integral part of a team.

WORK ENVIRONMENT AND HAZARDS: Office setting with little exposure to hazards.

WORK CONTACT GROUP: All departments, patients, families, insurance company representatives, intermediaries and the public.

SPECIAL PHYSICAL DEMANDS:

Requires sitting most of the day. Some eyestrain. Must be able to bend, stoop, push and pull. Must be able to lift 25 pounds.

SUPERVISED BY: Director of Revenue Cycle

SUPERVISES: None

CAREER PATH: Accountant