



PATIENT ACCOUNT REPRESENTATIVE Full-Time

Posting Number:	HR074105	Posting Date:	July 15, 2021	Date Available:	Immediately
Position Summary:	The Patient Account Rep. is responsible for handling outstanding accounts receivables and collections by promptly filing hospital inpatient and outpatient and clinic claims with payers, and following up in a timely and efficient manner to ensure maximum reimbursement is received for services provided. The Patient Account Rep. will assist the public in obtaining full benefits from their coverage and in understanding billing procedures, always maintaining good public relations.				
Essential Job Duties:	Review specified information from patient, such as insurance coverage to ensure the proper insurance companies are being billed. Review insurance remits for payments and errors. Re-bill any errors to be reprocessed. File completed remits. Answer patient questions and concerns regarding their accounts. Follow-up with any insurance requests. Work aging reports to keep insurance payments timely. Telephone insurance companies to follow-up on unpaid patient accounts. Process any refund requests for patient and insurance over-payments. Inpatient calling when supervisor is out of office. Other duties as assigned.				
Qualifications:	High School diploma or GED. Previous experience in health care billing, medical terminology, ICD-9/10 and CPT coding highly desired. Graduation from a recognized medical billing program desirable. Two years prior experience in a hospital business office preferred. Insurance billing and follow up experience will substitute for collection experience. Medical billing terminology and knowledge of insurance payer's desirable. Good communication skills, both oral and written.				
Position Wage Range:	MIN: \$	16.31	MAX: \$	22.48	Sign-on Bonus: None
Schedule:	Days:	Monday – Friday		Hours:	8:00am – 4:30pm
Department/FTE:	Patient Accounts			FTE:	1.00
				Benefit eligible?	YES
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
APPLY ONLINE:	www.threerivershospital.net
HR CONTACT EMAIL:	opportunity@trhospital.net
<i>Three Rivers Hospital is an equal opportunity employer.</i>	