**JOB SUMMARY**

- **Job Code:** 5225
- **Job Title:** Mgr Patient Accounts Rep
- **Job Family:** Medicine and Health
- **Pay Grade:** 010
- **Job Sub-Family:** Health Support
- **Union Code:** O9N
- **FLSA Status:** E
- **Career Level:** Manager Level 2

**JOB SUMMARY**

Participates in any or all aspects of the patient processing and accounts receivable functions including billing; charge entry; collection; registration; scheduling; follow-up; coding; payment posting; and credit balance resolution. Reconciles daily receivables reports and balances monthly transactions; as needed. This person will oversee the department and a team of Patient Account Representatives.