<table>
<thead>
<tr>
<th>Job Code: 5225</th>
<th>Job Title: Mgr Patient Accounts Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family: Medicine and Health</td>
<td>Pay Grade: 010</td>
</tr>
<tr>
<td>Job Sub-Family: Health Support</td>
<td>Union Code: O9N</td>
</tr>
<tr>
<td>FLSA Status: E</td>
<td>Career Level: Manager Level 2</td>
</tr>
</tbody>
</table>

**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.