Job Code: 5236
Job Family: Medicine and Health
Job Sub-Family: Health Support
FLSA Status: N
Job Title: Patient Accounts Representative
Pay Grade: 004
Union Code: A1E
Career Level: Support Level S1

**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; balances monthly transactions; and provides summaries to Director of Revenue Cycle; as needed.