



Patient Services

BASIC FUNCTION:

- Handle multi-line telephone calls
- Schedule appointments
- Prepare patient records
- Greeting patients
- Checking out patients
- Maintain reception area
- Supplies
- Stationery
- Prepare daily financial reports and deposits.
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SCOPE OF RESPONSIBILITIES: Responsible for maintaining efficient patient flow to pre-testing. Responsible for providing accurate and timely financial information to management.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Review clinic charts (Electronic Medical Records) daily
- Including registration of new patients or changes with established patients
- Sending electronic claims
- Post payments
- Answering telephones
- Scheduling appointments
- Greeting and receiving patients
- Preparing patient files
- Daily deposits
- Handling patient charges and payments
- Confirming patient appointments
- Making recall appointments
- Monthly billing with out-standing patient accounts
- Postage supply
- Insurance and Medicare status for outstanding accounts
- Order office supplies
- Order stationery supplies
- Manage accounts payable
- Make deposits
- Record requests from disability
- Other physicians
- Medicare
- Make claim appeals
- Phone calls to insurance and or Medicare
- Call past due patients
- EOM
- Aging