



CONNALLY
MEMORIAL
MEDICAL ★ CENTER

Patient Account Representative - Fulltime

Company: Connally Memorial Medical Center

Location: Floresville, TX 78114

Category: Clinics

Posted: 1/2/2019

Deadline: Open until filled

Description & Requirement

Processes and enters charge information in computer system. Completes billing process and distributes billing information. Verifies insurance benefits and assists with referrals. Responsible for accurately processing claims for accuracy and completeness. Utilizes correct ICD9, and CPT coding methods to determine the proper code for the services rendered. Refers patients to supervisor or Accounts Receivable representative for clarification or discussion of account and/or payment terms, within the guidelines of the collections policy. May participate with other staff to follow up on accounts until no balance or the account is turned over for collection. This will be performed within the guidelines of the collections policies.

Interested candidates should email us at hr@connallymmc.org, and request an application be sent to you, or apply online at www.connallymmc.org, and click on Find a Job.