**Job Description:** In order for [CHC] to collect payments for services rendered from a variety of payor sources, the Patient Accounts Specialist is responsible for timely and accurately coding, billing, and invoicing of payors.

**Responsibilities:**

1. Accurately enter changes and post payments received from patients from assigned clinics.
2. Log in batches as they come from assigned clinics and ensure that they are entered in a timely manner.
3. Verify patient eligibility for assigned clinics
4. Work self-pay and Medicaid pending reports for assigned clinics on a monthly basis
5. Work quest bills for assigned clinics on a monthly basis
6. Answer patient calls for assigned clinics regarding billing inquiries
7. Update and correct patient accounts as needed for the clinics
8. Complete Payor Source change notices for assigned clinics
9. Assist with other Patient Account Team responsibilities to ensure appropriate department tasks and kept up to date.

**Experience and Education Qualifications:**

* High School Diploma or G.E.D preferred
* GQHC experience preferred
* Bilingual English/Spanish required
* Working knowledge of medical billing procedures and electronic billing process required
* Centricity Practice Management and Electronic Medical/Dental record system preferred