



Job Title	Revenue Cycle Liaison	Job Code	HS0736
Pay Plan	USPS	Pay Grade	14
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Medical Support

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Medical Support Professionals provide various administrative and office support functions for a clinical operation.

Job Summary

Ensures insurance claims are billed property and timely and maintains patient accounts.

Representative Duties

1. Office Operations

- Balance daily patient payments and calculates cost share
- Reviews and monitors profitability on drugs, pharmaceuticals, and other services.
- Resolves insurance claims and billing issues
- Prepares and analyzes accounts receivable reports
- Maintains appropriate communication records and notes on patient accounts
- Adheres to HIPPA (Health Information Privacy Protection Act) guidelines and education

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.