

**Monroe Surgical Hospital – EOE
Position Available**

Title: Patient Account Representative
Status: PRN
Department: Business Office
Reports To: Deborah Jones, Business Office Dir.
Hours: Variable: Monday – Friday, Some Saturdays
Position Code: PI03

Job Summary:

Arranges for the efficient and orderly admission of patients who enter the facility for testing and procedures; ensures that patient information is collected and that patients are informed of hospital policies and procedures; interviews incoming patient and/or representatives and enters information required for admission into computer system; distributes appropriate information to ancillary departments; collects payments as necessary.

Education & Requirements:

-) Prefer high school graduate or GED; some college a plus
-) Previous experience in hospital or clinic patient admissions and associated processes
-) Previous experience in hospital insurance verification and billing
-) Release of Information knowledge
-) Ability to deal tactfully with a diverse group of people in a fast-paced environment; previous experience with the public
-) Commitment to high-level customer service
-) Mature, responsible team player, organized and able to multi-task
-) Willingness to learn new processes as requirements evolve
-) Basic computer skills (Word, Excel) required
-) Consults/works with other departments as appropriate to provide and collaborate in patient care activities

To apply for this position:
Download and complete the MSH employment application @
www.monroesurgical.com

Submit application, cover letter and resume` to cathywhatley@monroesurgical.com
or fax to 410-1960

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