



POSITION NUMBER: 7995

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Patient Account Representative I
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two years hospital and/or medical business office experience. Collection experience preferred.

ESSENTIAL FUNCTIONS: Answers phone and provides information on patient statements with appropriate follow-up; processes and researches telephone and/or written billing inquiries in a timely manner; makes necessary demographic and insurance additions, deletions, and changes to computerized guarantor/patient information; processes insurance claims, tracers, and rebilling of claims as directed; reviews insurance claims for proper diagnoses and procedure codes and requests required attachments for reimbursement; corrects and processes insurance edit lists as directed; posts insurance and patient payments and allowances; properly handles all other insurance explanation of benefits that require other activities or reconciliation; collects information related to insurance payments and allowances and monitors for proper reimbursement per contract; reconciles credit balances; reviews and processes valid refunds from the information system in accordance with written policies; calculates allowances or adjustments in accordance with written HSF policies; follows-up and researches patient or insurance due invoices; communicates work related problems and issues to supervisor or management staff; contacts patients and/or insurance company/third parties by phone, letter, fax, e-mail, etc.; ability to work schedule as defined and overtime as required; regular and prompt attendance.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Patient Business Services
USA Springhill

OPEN AS OF: August 29, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER