



## A/R Financial Counselor

<b>Department:</b>	Revenue Cycle	<b>Location:</b>	Gahanna / Reynoldsburg
<b>Days:</b>	Monday – Friday	<b>Hours:</b>	40 hours per week

**Position Summary:** This position is responsible for ensuring all insurance and pre-collection requirements are met prior to patient's surgical and/or office procedures and to inform patients of their financial liability.

### **Responsibilities/Accountabilities:**

- Reviews and verifies insurance benefits for all proposed procedures.
- Reviews and checks insurance eligibility for scheduled patients.
- Reviews patient account ledgers and contacts patients to initiate pre-collect procedure.
- Calculates and collects payments appropriately for all patients.
- Performs duties necessary to ensure all accounts are processed accurately and efficiently.
- Uses NXHS and insurance company portals to obtain procedure claim estimates to calculate patient responsibility.
- Establishes down payment and payment plan requirements prior to scheduling all elective procedures.
- Runs daily cash out and day sheet reports balancing all deposits collected.
- Assists with department coverage as needed.
- Adheres to organization policy with particular attention to standards of conduct, ethics and to confidentiality as it relates to HIPAA.
- Performs other duties as assigned by the supervisor.

### **Education, Experience, and Certification/Licensure Required:**

- High school diploma/GED required.
- Some postsecondary education preferred.
- At least 2 years of previous A/R experience or billing/collections experience in a medical office setting required.
- Experience in healthcare patient accounting, managed care, or case management preferred.

To apply for this posting, please submit your resume and cover letter to [careers@orthopedicONE.com](mailto:careers@orthopedicONE.com) or fax to Attn: Human Resources at (614) 552-2527. If offered a position, candidate must be able to pass a pre-employment background check.