



Tallahassee Orthopedic Clinic  
*The Team Behind the Team*

## Patient Financial Services Specialist

<b>POSITION SUMMARY</b>
Prepare patients for scheduled appointments by verifying demographics and insurance information, obtaining initial authorizations and referrals, and arranging all documentation for visits. Perform patient financial counseling when required. Verify and collect on patient surgical responsibility.
<b>ESSENTIAL FUNCTIONS</b>
<ul style="list-style-type: none"><li>• Obtain surgery authorizations.</li><li>• Verify demographics and insurance information for patients.</li><li>• Verify insurance eligibility of patients using various internet tools offered by payers.</li><li>• Obtain all authorizations and referrals necessary for visit.</li><li>• Provide patient financial counseling to patients within the clinic.</li><li>• Determine and contact patients regarding surgical co-pays, deductibles, and patient responsibility.</li><li>• Collect on patient surgical pre-payments</li><li>• Obtain over-rides from providers when patients cannot pay on surgical pre-payments</li><li>• Perform other responsibilities associated with this position as deemed appropriate.</li></ul>
<b>GENERAL COMPETENCIES DESIRED</b>
<ul style="list-style-type: none"><li>• Ability to learn and understand complexities of medical and insurance terminology.</li><li>• Ability to correlate and adapt to changes within insurance processes and eligibility verification.</li><li>• Ability to maintain confidentiality of patient information.</li><li>• Strong interpersonal and communication skills (verbal and written).</li><li>• Detail-oriented paying specific attention to accuracy.</li><li>• Strong PC, and data entry skills with a minimum typing speed of 35 wpm.</li></ul>
<b>PHYSICAL DEMANDS</b>
Work may require sitting and/or standing for long periods of time; also stooping, bending and stretching for files and supplies. Occasionally lifting files or paper weighing up to 30 pounds. Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier and such other office equipment as necessary. It is necessary to view and type on computer screens for long periods and work in an environment which can be very stressful.
<b>CREDENTIALS DESIRED</b>
Must have a high school diploma or equivalent education and one year of prior work experience in a medical office.