



**Physician Practice Receptionist**  
**Full Time**

**Position Summary:** (A brief statement that describes the scope and purpose of the position.)

Responsible for the overall accuracy, processing and billing of patient accounts for a specific payor mix which includes billing to the payor, processing additional charges/credits, reviewing and resolving credit balances, updating logs with contractuals and remitting payments, follow-up with payors to expedite payments and receiving and responding to telephone and walk-in inquiries. Responsible for checking out patients as they leave the clinic, ensuring that all charges and payment information is complete and accurate. Communicates and enforces billing and payment policies of clinic.