**Financial Coordinator Duties**

* Back up to front desk for check in/out and treatment plans
* Insurance Coordinator

 verification of benefits

 patient copays

 submit insurance claims

 follow up on unpaid claims

* Billing Statements
* Collections
* All patient billing issues/questions
* All patient insurance questions
* Deposit
* Answer phones
* End of day reports and balancing
* End of month reports
* Payroll