



Example of Accounts Receivable Specialist Job Description

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Our growing company is hiring for an accounts receivable specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounts receivable specialist

- Review and communicate with agencies to educate them about expectations for clean claims
- Communicate via telephone with a physician, insurance company and patients
- Update invoice with current billing information to bill insurance carriers
- Update invoice with additional information regarding secondary coverage
- Print & understand Explanation of Benefit statements in order to bill patients
- Print and appeal claims for denials
- Read and understand departmental SOP's for working denials or correspondence
- Understand denials from carriers to determine next best action according to SOP's
- Call insurance companies to verify benefit levels and check status of claims
- Utilize insurance company websites to check benefit coverage for patients

Qualifications for accounts receivable specialist

- Possess strong analytical skills and computer skills
- Minimum of two years medical claims processing experience
- Identify funds, scan images to cases and move money within the system
- Research inclusive of but not limited to, past due accounts and checks
- Manual filing, matching paperwork to monthly statements, results and orders
- Mailing out and processing monthly statements, invoices, results