



# Example of Collection Analyst Job Description

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Our company is looking for a collection analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for collection analyst

- Liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
- Adopting and applying appropriate technical and quality strategies and standards
- Managing project administration
- O2C
- Reviews patient accounts for accuracy prior to placement to outside collection vendors
- Reviews remits and submits insurance billing requests where applicable during account review process
- Reviews bad debt, bankruptcy, and deceased patient accounts to ensure that accounts follow appropriate collections and billing protocols according to SSC and corporate policy
- Reviews correspondence in the CWF system and takes appropriate account and document action
- Reviews and authorizes affidavits related to patient billing, as applicable
- Reviews aged accounts placed with outside collection vendors to ensure collection activity is still viable and appropriate

## Qualifications for collection analyst

- Prior experience in negotiating with various levels of internal and external

- Working knowledge of FIS, Walker and web-based collection systems preferred
- Ability to effectively handle multiple tasks with limited supervision while being held accountable for productivity and financial results
- Proven track record in effectively identifying and resolving customer problems in a timely and efficient manner
- Demonstrated written and verbal communication skills to large audiences
- Ability to work in a fast paced business environment while maintaining a high degree of integrity and professionalism with the customer base