



# Example of Collections Clerk Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of collections clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for collections clerk

- Will be making credit decisions
- Will handle any billing discrepancies
- Monitor and maintain accounts receivable balances and delinquent accounts
- Maintain good follow up to ensure that promises to pay are met and accounts are kept up
- Support both Pharmacy teams by opening and distributing mail
- Analyze and collect open RX receivables
- Communicate with insurance carriers in an effort to promptly resolve accounts
- Prepare and send collection letters to patients
- Rebill patient copays and collect on open balances
- Review and direct second and third final bills

## Qualifications for collections clerk

- Proficiency with Microsoft Office Suite and Adobe Creator
- Proficiency with invoicing and accounting software
- Experience with AX, TrakQuip, and Oildex/Open Invoice/Cortex
- High school graduate or equivalent, two years college preferred
- At least two years of experience in health care data entry, preferably in hospice care systems
- Must have computer knowledge to include MS Office applications