



# Example of Collector Job Description

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Our innovative and growing company is searching for experienced candidates for the position of collector. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for collector

- Routinely communicates with Billing and attorneys
- Coordinates the resolution of billing issues
- Works with Revenue Specialists and the Billing to resolve unapplied/suspense cash items
- Assists with preparation of monthly reports on top inventory items
- Responds to inquiries from clients, lawyers and secretaries
- Coordinates write-offs of aged or otherwise uncollectible invoices
- Work insurance pools and contact insurance companies to resolve claims that are not paid
- Performs, on a daily basis, data entry and collection efforts necessary to relieve patient accounts from a collectable status
- Keep record of customer interactions, record details actions taken
- Analysis and calculation of adjustments, missed discounts, finance charges, and others at customer level following corporate policies and guidelines

## Qualifications for collector

- Proficient in computer software such as Microsoft Word and Excel other standard office equipment
- Minimum 1 year related experience required, preferably in healthcare
- Prefer four year degree with as little as no experience but High School Diploma or equivalent G.E.D
- Education equivalent to Associates Degree in Business Management,

work experience, demonstrating a working knowledge of collection rules and regulations and aging procedures

- Two or more years of experience as a collector, or the equivalent in related work experience, demonstrating a working knowledge of collection policies and procedures
- Demonstrates the ability to type a minimum of 40 wpm