



Example of Collector Job Description

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Our company is growing rapidly and is hiring for a 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

- Daily review denials and payment discrepancies identified on EOB, RA, or Payer Correspondence
- Take necessary action to address denial, determine true payment source and take steps to secure payment
- Collector will identify trends of denials, provide documentation and data, and offer suggestions for process improvement to resolve the issue
- Organize the collection follow-up effort on outstanding receivables
- Reviews all information to ensure account accuracy
- Reviews remittance advice when necessary for no pays or short pays to verify proper reimbursement and to make adjustments as necessary
- Identifies coding and billing errors from the EOB and works to correct errors in a timely manner
- Prioritizes work load to incorporate aged AR of 90+ days and high dollar AR as needed
- Pursue payment from guarantor for outstanding patient liabilities
- Document action taken and result in the patient accounting system account notes

Qualifications for collector

- Good knowledge of Microsoft office suite advanced excel, power point
- Working knowledge of SAP, Oracle or similar ERP systems
- 5-10 years of commercial collections/customer service experience preferred

challenging career opportunities, and competitive compensation

- Ability to function in extreme weather and temperature conditions, both hot and cold
- An excellent opportunity to work in a fast paced environment