



# Example of Medical Administrator Job Description

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Our innovative and growing company is hiring for a medical administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical administrator

- Maintain telephone, e-mail and other written communication with assigned accounts to determine status of payment and to resolve problem items
- Interface with divisional personnel to exchange information necessary for the resolution of past due invoices from the Accounts Receivable portfolio
- Make recommendations for referring accounts for placement with collections agency
- Conduct analysis of and identify issues with customer payment patterns
- Approve orders to be released from credit hold, escalate issues to manager as needed to promote the flow of orders
- Support the integration of new receivables portfolios due to merger of acquisition
- Coordinate the request process for medical records
- Review medical records and requests from patients, insurance providers, government agencies, and attorneys
- Track requests daily for disclosure log
- Ensure accuracy for confidentiality

## Qualifications for medical administrator

- Ability to work in a fast paced, rapidly changing environment and prioritize work as necessary
- Good computer skills requiring basic knowledge of Microsoft Word, Excel, PowerPoint, Outlook and good typing skills with minimal errors

- Significant knowledge of applicable federal and state laws and regulations related to the health care industry
- Demonstrated success in managing complex initiatives and projects including areas such as strategic planning, financial
- Minimum of 2 years of collections or equivalent experience is required