



# Example of Medical Collections Job Description

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Our innovative and growing company is hiring for a medical collections. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical collections

- Enter EOB correspondence from insurance companies
- Enter and follow up with insurance companies request for medical records
- Follow up with payments from WIN Fertility
- Provide follow up on accounts until they are resolved
- Review and processes insurance requests for refunds
- Perform follow up with insurance companies on unpaid insurance accounts identified through aging reports
- Review accounts for possible assignment and makes recommendations to the Billing Supervisor
- Perform daily backups on office computer system
- Check each insurance payment is for accuracy and compliance with contract discount
- Make necessary corrections to account, update patient demographic information, and review ICD and CPT codes for correctness

## Qualifications for medical collections

- Follow up with payments
- Review and process insurance requests for refunds
- Make necessary corrections to account, patient demographic information, and ICD and CPT codes
- Ensure coding issues are researched for correct reimbursement according to rules and regulations
- Identifying billing errors for corrections and resubmitting claims to insurance

