



Example of Medical Collections Job Description

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Our growing company is looking for a medical collections. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for medical collections

- Provide backup support for Payment Posting Specialist
- Review and submit claims to third party payors from patient accounting system
- Review and correctly daily rejection/submission reports to confirm claims submission
- Assist with monthly invoicing to guarantors for continued care
- Collection and follow-up on outstanding accounts receivable in accordance with policies and procedures
- Review and resolve accounts with credit balances
- Document all collection efforts and contacts in patient accounting system
- Inform Business Office Supervisor of any potential issues which may delay payment and/or issues with specific payors
- Resubmit claims as necessary
- Maintain log of any claim resubmissions, Rebill Log

Qualifications for medical collections

- Associate's Degree in Business Administration, Accounting or Health Care Administration
- Must be accustomed to sitting at a desk for long periods of time
- Possess working knowledge of medical terminology and health insurance billing
- Experience working denials and appeals

