



Example of Medical Collections Job Description

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

Responsibilities for medical collections

- Medicare, Managed Care and Long Term Care (LTC) experience required
- Located in the Monroeville Facility, this opportunity also provides free parking
- Review patient bills for accuracy and completeness and obtain any missing information
- The candidates for this position must be able to work in a fast paced union environment and be able to implement process improvements in a constantly changing health care environment
- The candidate will need to be a positive role model to their teams and a advocate for employee engagement and quality measures
- Register and update patient demographics
- Scrub bills for appropriate ICD 10 & CPT codes and associated modifiers
- Bill out timely filing of claims
- Address insurance billing rejections and denials
- Run Billing and A/R reports

Qualifications for medical collections

- Ability to communicate and collaborate effectively with other internal external resources in order to resolve issues
- Call center, authorize credit, or customer service experience a plus
- Experience in a telecommunications environment is preferred but not required
- Knowledge of Homecare Homebase HCHB is preferred but not required

