



# Example of Medical Collector Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a medical collector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical collector

- Follow-up with patient coinsurance deductibles
- Follow-up with appeals, collections, and/or check-ins
- Assist in the processing of insurance claims including working the denials from the clearing house
- Process appeals
- Analyze and research denials
- Out-of-network insurance follow-up, appeals, collections, and/or check ins
- Payment posting and billing
- Analyzing and researching denials
- Processing refunds
- Out of network insurance follow up

## Qualifications for medical collector

- Handling appeals and collections
- Coordinate and facilitate all aspects of the medical billing process for a defined set of locations and payers
- Electronically download review assignments to the laptop and data collection tool
- Work with the HEDIS team to collect member records and conduct reviews of these records by contacting providers and placing the results collected into a specific data base

- Performs follow up activities in a timely manner on all accounts to ensure prompt payment