



Example of Medical Collector Job Description

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Our growing company is looking for a medical collector. 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 collector

- Assigns Bad Debt accounts to Collection Agency as approved by CBO Director/Designee
- Notifies CBO Director/Designee/Administrator of contractual issues that are contrary or inconsistent with contract language
- Completes weekly reporting to CBO Director and Administrator involving collections, as per the facility practices
- Performs weekly and monthly reviews and turnovers of aged accounts to an outside collection agency for 1st placements and bad debt, as determined through facility processes
- Follows Best Practices regarding initial follow-up/first contact at 21- 28 days for insurance claims and subsequent follow-up every 10-14 days
- Cross trains and performs other duties as assigned based on business operational needs
- Review account receivable reports regularly for any problematic accounts, trends, and ensures timely follow-up
- Collect on client outstanding and past due balances
- Speak with patients and/or follow-up on previous payment arrangements
- Place outbound calls and accept inbound calls from patients

Qualifications for medical collector

- Collect patient payments and initiate, execute and follow-up on payment plans

- Ensure all accounts are thoroughly documented to include recording the commitment to pay the debt, the payment plan details, and all related discussion notes
- Completes write-offs/adjustments for uncollectable AR and routes timely as appropriate for approval
- Two years of collection experience with an emphasis on patient accounts preferred