



# Example of Medical Collector Job Description

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Our innovative and growing company is hiring 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

- Identify account risks, potential credit problems, disputes, and other customer issues
- Contact customers regarding invoices / accounts which are past due
- Documentation is critical, log conversations, e-mails and other communications
- Maintain quality relationships with branch managers, account managers and area sales managers
- Prioritize portfolio so that collection efforts result in maximum benefits
- Work closely with cylinder control when investigating cylinder disputes
- Initiate payments
- Maintains an excellent working knowledge of 49 CFR Part 40 DOT drug testing procedures and maintains DOT certification for specimen collections per regulations
- Facilitates the collection of urine specimens from employees
- Follows departmental policies to correctly identify the employee before any specimen is obtained

## Qualifications for medical collector

- Minimum (1) year of experience in a medical office setting
- Three years (3) experience in A/R analysis, account auditing, patient collection, and EOB analysis is required
- Working knowledge of report preparation and Excel are a must

- Experience with electronic billing programs is a plus