



Example of Medical Collector Job Description

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Our company is growing rapidly and is looking for a medical collector. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for medical collector

- Communicates with, understands, and reacts effectively to a diverse employee population base
- Communicates all unresolved problems immediately to the appropriate Manager, Supervisor, or Group Leader
- Follows Universal Precautions and all OSHA standards when handling specimens
- Strictly adheres to HIPAA guidelines
- Order processing and office supplies as needed
- Submits accurate time, travel, expense and collection logs in a timely manner
- Hospital collector
- Review claims issues, make corrections as needed, and rebill
- Manage daily productivity via patient accounting system and productivity reports
- Accurate and timely follow up of resolution for all accounts receivable

Qualifications for medical collector

- Advanced computer proficiency - Microsoft Word/Excel/Outlook
- 3+ years of medical collections required, associate's degree or higher may substitute for 2 years of experience
- Knowledge in posting and patient payments is a plus
- High school graduate or equivalent a must, some college a plus
- Call center, credit authorizer, or customer service experience a plus

imbursements, or related experience in the healthcare field