



Example of Medical Collector Job Description

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Our company is growing rapidly and is hiring 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

- Handles contracted and non-contracted
- Post all payments, by line-item, received for physician's professional services into the practice management system including co-payments, insurance payments, and patient payments with an emphasis on accuracy to ensure maximum patient satisfaction and profitability
- Post all credit and debit adjustments to patient accounts with strict adherence to the Revenue Cycle Guidelines
- File all charge, payment and adjustment batches in the appropriate format
- Provide customer service both on the telephone and in the office for all patients and authorized representatives regarding patient accounts in accordance with Revenue Cycle Guidelines
- Follow-up on all returned claims, correspondence, denials, account reconciliations and rebills to achieve maximum reimbursement in a timely manner with an emphasis on patient satisfaction
- Monitor reimbursement from managed care networks and insurance carriers to ensure reimbursement consistent with contract rates
- Maintain proficiency with all facets of the medical practice management system
- Must have an excellent understanding of all major payers' billing guidelines, filing deadlines, appeal guidelines & clinical policy guidelines
- Must be exceptionally proficient in Microsoft Excel

Qualifications for medical collector

- Ideally two or more years' experience working specifically in to medical insurance collections, billing, accounts receivable, A/R, collecting payments, collecting re-imbursements from payer organizations
- Two or more years experience working A/R collecting payments from insurance payers, accounts receivable in a healthcare setting which could include hospital, health system, clinic, physician office, or third party
- Minimum 3 years of prior medical billing/collections experience
- Must demonstrate above average customer service, negotiating and reasoning skills
- Experience navigating insurance company web portals
- Team player with ability to communicate at all levels in the organization and with different types of customers