



ROUNDTABLE

Medical Consultants, LLC

Job Title:	Medical Collection Specialist
Reports To:	Insurance Reimbursement Manager
Date Developed	

JOB DESCRIPTION

The Medical Collection Specialist is responsible for the collections of insurance claims. Essential to this position is the ability to manage all insurance follow up for maximum insurance reimbursement. To include outbound and inbound insurance carrier calls, reprocessing claims, drafting appeals, working denials and resolving unpaid claims.

QUALIFICATIONS

- Minimum Education: High School Diploma/G.E.D.
- Minimum 5+ Years of experience with insurance follow up and insurance collections.
- Strong communications skills in both oral and written.
- Positive attitude, Team player, "Go-getter".
- Experience in reading EOB'S is a must.
- Proven experience administering an appeals in a high-volume claims environment.
- Ability to have a productive phone conversations with the insurances companies representative.
- Demonstrates excellent problem solving skills and negotiating skills.
- Prior experience working with commercial payers such as UHC, Cigna, Aetna, BCBS, Marketplace plans and WC/third party a plus.
- Knowledge of CMR, EPower and Centricity desired.
- Familiarity with computer and Windows PC applications, which includes the ability to learn new computer systems applications.
- 30WPM with 97% accuracy a must.

JOB RESPONSIBILITIES/DUTIES

- Understanding and staying informed of the changes with procedures, billing guidelines, and laws for specific insurance carries or payers.
- Initiating collection follow-up on all unpaid or denied claims with appropriate insurance carrier.
- Research, appeal, and resolve unpaid insurance claims.
- Actively follow up and collect on all electronic claims, including resolution of any billing errors assigned following established procedures.
- Respond to correspondence from insurance carries.
- Perform other duties as assigned by department manager.

WORKING CONDITIONS

- Frequent speaking, listening using a headset, use of hands / fingers across keyboard or mouse, handling other objects, long periods working at a computer.
- Service center with moderate noise level due to representatives talking, computers, printers, and floor activity.
- While performing duties of this job, the employee is frequently required to stand, walk and sit.
- Must submit to random drug screenings.