

Medical Billing Collector Job Description

- Ensuring that patients' bills are prepared and submitted for both insurance and private pay
- Researching and contacting clients/patients to inform them about overdue bills and accounts
- Contacting insurance companies to determine the status of submitted claims and investigating reasons for claim denial
- Ensuring that all posted payments are reviewed for accuracy and comprehensiveness
- Negotiating for a reasonable payment plan, when patients are unable to pay medical bills due to their financial position
- Preparing and submitting billing data and medical claims to insurance organizations
- Settling financial discrepancies and monitoring missed payments
- Overseeing and maintaining billing software by updating cash spreadsheets, rate change, and current collection reports
- Maintaining quality results by strictly adhering to standards
- Involving legal authorities when patients refuse to pay.