
Collection Representative Resume

Job Objective

To secure a position as Collection Representative with established firm in which I can continue to grow and excel in this field for the good of the company.

Highlights of Qualifications:

- Huge experience in a medical business office setting and commercial collections
 - Good understanding of credit and collection practices
 - Wide knowledge of medical billing and coding procedure
 - In-depth knowledge of general accounting principles and practices
 - Familiarity with Code and federal and state regulatory requirements pertaining to bill collection
 - Ability to comprehend and utilize effective collection process
 - Efficiently manages time lines and sound decision making skills
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Professional Experience:

Collection Representative
P & B Capital Group LLC., Elk Rapids MI
November 2006 – Present

- Notified customers of delinquent accounts and handled payments.
- Formulated statements to credit department if consumer failed to respond and maintained a record of collection and position of accounts.
- Monitored overdue accounts and maintained financial status of consumers.
- Suggested strategies to customers for debt repayment and persuaded them to make payments.
- Managed debt repayment.

Collection Representative
Redline Recovery Services, LLC, Elk Rapids MI
February 2001 – October 2006

- Monitored patient demographic information and contacted them for insurance information.
 - Coordinated with patients to assure payments on accounts and even handled follow-up calls to patients with overdue accounts.
 - Handled suspected deviation from medical center policies and reported to the authorities.
 - Handled queries over the phone and aided in maintaining policies for collection activities.
 - Picked accounts that needed third party intervention and even aided in review of collection agency effectiveness.
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Education:

Bachelor's Degree In Accounting
Dickinson College, Carlisle, PA

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