
Medical Collector Resume

Job Objective

A competent Medical Collector seeking a job within your company.

Highlights of Qualifications:

- Valuable experience in administering medical billing for commercial insurance
 - Sound knowledge of insurance contacts and reimbursement
 - Profound knowledge of Microsoft Office applications
 - Familiarity with state, federal, and HIPPA laws and guidelines
 - Immense ability to maintain confidentiality of information
 - Exceptional ability to deliver quality services and products
 - Ability to access all resources
 - Ability to prepare spreadsheet on database software
 - Ability to make efficient decisions
 - Wide knowledge of ICD-9 and CPT-4 coding
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Professional Experience:

Medical Collector
Epic Health Services, Ulysses, KS
August 2007 – Present

Responsibilities:

- Maintained all patient account balances within required timeframe.
- Monitored all delinquent accounts and managed collection activities.
- Assisted to resolve billing issues for customers through regular inquiries.
- Performed medical collection activities as per established guidelines.
- Ensured compliance to HIPPA laws and federal regulations.
- Administered credit balances for all patients and payers.
- Coordinated with customers to answers patient payment plans.
- Maintained patient information and updated it on system.

Medical Collector
U.S. HealthWorks Medical Group, Ulysses, KS
May 2004 – July 2007

Responsibilities:

- Ensured compliance to state and federal regulations for all medical collection process.
 - Coordinated with insurance carrier to develop all correspondences.
 - Obtained approval from business office to write off payments.
 - Provided assistance to all patients for collection processes.
 - Monitored and if required requestd for additional medical information.
 - Prepared work aged account receivables report.
 - Evaluated commercial contract as per reimbursement guidelines.
 - Maintained cordial relations with physicians and co-workers.
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Education:

Associate Degree in Business
Prince George's Community College, Largo, MD

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