



BELIEVE THERAPIES

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DIVISION 3: COLLECTIONS SPECIALIST JOB DESCRIPTION

Purpose: The purpose of the Collections Specialist is to collect the full amount on every claim submitted to insurance companies and the full balance owed from patients.

DUTIES AND RESPONSIBILITIES:

- Track all claims submitted for payment
- Collect all claims submitted for payment
- Coordinate with staff on the collection of patient co-pays, co-insurance, etc. at the time of service
- Track claim amounts charged against those allowed and those paid

SKILLS NEEDED:

- A fondness for working with numbers
- An eye for detail
- Excellent communication skills
- Computer Savvy
- Some experience in collections preferred
- Highly organized and persistent
- Must have no back-off on asking for money

SCHEDULE

This position is Full-time, Monday through Friday 8:00am - 5:00pm. (Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.)

MAIN STATISTICS AND PRODUCTION QUOTAS:

- Collection contacts made
- Dollar amount promised
- Total amount collected from insurance companies, attorneys, and patients

*These quotas must be met within the first 30-day probationary period after your training.

VALUABLE FINAL PRODUCT:

The product of the Collections Specialist is to keep track of payments received from insurance companies, and patients by any means, including electronic funds deposit, cash, check or credit card, in person by mail, etc.