



Job Title: Medical Insurance Collector	Reports to: Billing Manager
Department: Billing Department	FLSA Status: Non-Exempt
Revision Date: June 2020	

Position Summary (Purpose)

The Medical Insurance Collector is required to perform Collections activities on complex denials and prepare complex appeals on outstanding balances in the professional/facility fee environment.

To succeed in this role, you must possess in-depth knowledge of billing software and medical insurance policies. The ideal candidate must also be able to demonstrate excellent written and verbal communication skills, as communicating with various insurance companies and customers. This position requires an individual that can multi-task, problem solve, and manage time effectively.

Job Requirements/Qualifications

- At least 3 years Insurance Collection experience required
- At least 3 years Hospital experience
- Organized, self-sufficient, analytical, and detail orientated
- Knowledge of Insurance plans providers
- Knowledge of Electronic Medical Records, Collections, Payment Posting, Reimbursement, Billing, and Hospital Experience
- Knowledge of HIPPA, ICD-10 codes, and CPT codes is required
- Knowledge of EOB's required

Essential Job functions and responsibilities

- Receives, investigates, and responds to inquiries from payors
- Researches any error and makes necessary corrections for clean claim production and submission
- Follow up with the biller to make sure all claims are submitted in a timely manner
- Actively follow-up and collect on all assigned payers, and facilities
- Follow up on payment errors, review posting, and calculate allowable amount before approving patient statements
- Review Insurance EOB and initiate appeals as necessary
- Resolves all insurance requests, inquiries, concerns, in an expedient and respectful manner

The employee is expected to adhere to all company policies and procedures while employed at Tyvan, LLC. The above statements reflect an accurate representation of the position, but other duties may be assigned; and job descriptions may be changed at any time.

Employee Signature _____