

Sr Collections Specialist

Valleywise Health

Job Location: Tempe, AZ

Regular Full Time, 40 Hours Per Week, Days

Job Description:

Under the direct supervision of the Supervisor Collections and Manager Credit/Collections, protects and recovers the hospitals assets by monitoring accounts receivable; collecting delinquent accounts, appealing denials and underpayments, and making payment arrangements.

Qualifications/Education:

- Requires a high school diploma or GED.

Experience:

- Must have minimum of three (3) years of medical collections related experience that demonstrates an understanding of the required knowledge, skills and abilities.

Knowledge, Skills & Abilities:

- Must have knowledge of managed care contracts, commercial, work comp, government, and self pay collections.
- Must be able to communicate effectively with the patients, and any other outside agency either verbally and/or written.
- Must have an understanding of healthcare billing guidelines.
- Needs organizational, time management, and analytical skills.
- Need system knowledge of HIS systems, Excel, Microsoft Word, and Access database.
- Requires the ability to read, write and speak effectively in English.

For More Information/To Apply:

<https://jobs.valleywisehealth.org/sr-collections-specialist/job/18716093>