

United States Jobs Expertini®

Collections Specialist Remote

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Company: Surgery Partners

Location: United States

Category: office-and-administrative-support

We are growing... come grow with us!

Are you looking to join a company that values their employees and offers opportunities for career growth? Surgery Partners Shared Service Center is looking for motivated employees to join their team remotely! Competitive pay and full benefits offered, as well as comprehensive training to ensure success. Surgery Partners prides itself in promoting a culture of diversity and inclusion. Our Shared Service Center has a supportive management team committed to providing the tools needed for a successful team focused on collaboration, communication, and individual growth potential.

Surgery Partners owns and operates more than 180 locations in 32 states, including surgical facilities and ancillary services comprised of multi-specialty physician practices and anesthesia services. Apply now to explore joining our fast-paced and growing team!

JOBTITLE : Revenue Cycle Shared Service Center (SSC) Collection Specialist

GENERAL SUMMARY OF DUTIES :

This position is responsible for assisting with all functions associated outstanding account balances from third party payers. Must be an effective communicator who can express himself/herself on a daily basis in a professional manner both verbally and in writing as well as be a proactive professional who can identify collection trends and solve them in a timely manner.

SUPERVISED BYRevenue Cycle Manager

QUALIFICATIONS:

Results oriented & thrives in a fast-paced, high-energy environment.

At least 2-3 years of medical collections experience preferred.

Ability to develop and maintain good communication and establish positive working relationships with payers, peers, and leadership.

Strong written and verbal communication skills.

Knowledge of medical terminology, CPT and HCPCs.

Proficient in analyzing claims to ensure reimbursement aligns with contractual obligations.

Ability to organize work and manage change.

ESSENTIAL FUNCTIONS :

Research unpaid claims, determine denial root cause, and perform appropriate follow up actions to ensure timely claim adjudication.

Identify and take appropriate action for the billing of secondary or tertiary insurances.

Keeps informed on all current applicable third-party payer regulations and requirements.

Communicates payer trends and patterns to management.

Ability to clearly document within a patient's record all actions taken related account resolution.

Ability to review, comprehend and execute payer logic within negotiated contracts.

Prioritize workflow to reduce or eliminate bad debt flow resulting in a reduction in days in AR.

Meet and maintain productivity and audit standards.

Other duties as assigned by management.

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