

## Revenue Cycle Specialist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half Healthcare is seeking a Medical Collections Specialist to join one of our clients in the Sacramento Area. The ideal candidate would have extensive experience as a Medical Collections Specialist with a strong sense of ownership and attention to detail. If you're interested in building your career as a finance professional in the healthcare industry, contact us today.

Your responsibilities in this role:

- Handle inbound and outbound collections calls
- Lead all billing and reporting activities according to deadlines
- Handle all vendor inquiries
- Maintain and update customer files to ensure data integrity
- Call on all past due amounts and record all results in the system
- Record all customer payments to the correct reports

For immediate consideration, please contact Narghes Muzaffery at 916-564-4981

Education/Experience:

- High school diploma or equivalent
- Medical Billing & Coding Certificate, preferred
- Minimum of 1 years of experience working in medical collections and accounts receivables
- Experience working in a dental or orthodontics billing practice or similar environment, preferred
- Experience working with EOBs and healthcare accounts receivables
- Bilingual in Spanish, preferred

### Requirements

Medical Payment Poster, Accounts Receivable (AR), Reconciliations, Adjustments, Process Adjustments, Insurance Denials, Medical Billing, Medical Coding, Medical Collections

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**