

## Medical Accounts Receivable 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:** \$20.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are currently seeking a diligent Medical Accounts Receivable Clerk to join our vibrant team. The ideal candidate will have a solid understanding of revenue cycle management and will be primarily responsible for tracking claims, following up on denied claims, and balancing claim amounts to zero.

#### Responsibilities:

1. Regularly monitor and follow-up on the status of claims, both electronically and through phone calls.
2. Investigate denied claims and take necessary action for re-processing, ensuring all claims are paid correctly and promptly.
3. Respond to payer requests timely and professionally, ensuring positive relations with payers.
4. Adjust claim amounts as necessary to align with services provided and agreements in place.
5. Balance claims to zero to maintain accurate financial records.
6. Conduct regular clean up activities to keep balances on claims updated and accurate.
7. Leverage knowledge of collection processes to drive efficient resolution of outstanding payments.
8. Participate in revenue cycle activities and offer insights for process optimization.

### Requirements

#### Qualifications:

1. Proven experience in medical accounts receivable, particularly within the revenue cycle.
2. Thorough understanding of healthcare billing processes, terminologies, and regulatory requirements.
3. Familiarity with collection processes and strategies.
4. Strong organizational and multitasking skills.
5. Exceptional communication abilities, both written and verbal.
6. Proficiency in healthcare billing software and Microsoft Office Suite.
7. Detail-oriented with an analytical mindset.
8. Ability to work in a fast-paced, highly dynamic environment.

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