

Collectors (Temp to Hire)

Lassen Medical Clinic Red Bluff, CA

Wage: \$14 per hour / DOE

Hours: Monday – Friday, 8am – 5pm, may vary depending on department needs.



Professional growth and stability with Lassen Medical Clinic

Lassen Medical Clinic has been caring for Tehama County residents since 1956. Today, 30 providers in family practice, osteopathic medicine, internal medicine, urgent care and pediatrics work together to provide a full spectrum of care for their patients.

Lassen Medical Clinic is in search of a qualified and driven **Collector - Temp to Hire** with a minimum of two years of experience. Must have a high school diploma or equivalent. Some college, knowledge of medical terminology, EMR system and ICD-10 preferred.

Essential Job Responsibilities:

1. Research and resolution of claims based on Work List assignment, the process of which could include:
 - a. Contacting payers via phone or website, contacting practices, navigating cross-departmentally, claims appeal, issuing refunds and facilitating their direction to Athena CBO for submission, and all other activities that lead to the successful adjudication of eligible claims
2. Associated system knowledge with ability to research and resolve in AthenaNet
3. Document action taken as necessary
4. Communicate to Management any patient/payer billing trend issues.
5. Continually strive to promote and maintain exceptional internal and external customer service.
6. Review payer bulletins, newsletters and periodicals and attend workshops as necessary and/or directed by Management
7. Provide suggestions to improve daily collections workflow and inefficiencies.
8. Demonstrate working knowledge of ICD-10, CPT and HCPCS codes and HIPAA laws.
9. Other duties as assigned.

If you are interested in working for a premiere healthcare organization – apply today!

Additional Information:

Deadline to Apply: ASAP – Open until filled

To Apply:

For more information and to apply visit: www.LassenMedical.com