



Manpower has a new contract opportunity, please find the details below:

Labor Category : Finance/Accounting
Job Family : Accounts Receivable
Job Title : **Collection Agent Pay \$ 13.00 per hour**

Job Duties : Calls on assigned payors in their respective worklist,Processes denials, appeals and other correspondence from third party payors,Confers with third party payors by telephone to determine reason for overdue payment,Identifies and reports payor trends,Updates patient accounts with appropriate transactions, notes and reason codes,Assists internal and external customer inquiries regarding account status,Read, analyze and interpret documents such as procedure manuals, business process procedures, and safety rules.,Performs other duties as assigned

Skill Sets:

Required:	Desired:
Accounts Receivable Experience: Accounts Receivable Experience	Software Application Knowledge/Admin-Clerical: SAP
Education Level: High School Diploma or Equivalent	MS Excel
General Experience: 3 - 5 Years	Right Fax
Internal Collections Experience in a Medical Environment: 3 - 5 Years	Written Communication: Legible Handwriting
Math Skills: Math Skills	
Oral Communication: Excellent	
PC Experience: Internet Usage	
PC Experience : Data Entry	
Software Application Knowledge/Admin-Clerical: MS Outlook	
MS Word	
Written Communication: Excellent	

Request Notes : Please do not convey this position is temp to hire. Candidates need a minimum of 3 years healthcare collections experience in a hospital, or medical group. Experience with medical documentation (ICD-9, CPT and HCPCS codes). STRONG collections experience needed, please DO NOT send candidates that only have billing experience. This position is to support the billing and collection activities of the PFS department by participating fully on the Government team. DME and government experience a plus.