



JOB DESCRIPTION FORM

Job Title:
Medical Billing Associate

Location:
Guam - Annex

Job Summary:

Reports directly to Health Care Delivery Finance Administrator and responsible for ensuring that overall revenue base goals are met through strategic collection efforts of all unsettled and delinquent accounts within TakeCare/FHP Health Center.

Duties and Responsibilities:

1. Collects outstanding balances from patients.
2. Issues collection notices.
3. Provides assistance for patients with payment arrangements and makes consistent follow-ups to ensure proper implementation of payment arrangements.
4. Performs other duties that may be assigned from time to time.

Job Specifications:

1. Graduate of Associate Degree or two (2) year course – License is not required
2. Minimum of 1 year experience in collection and ensuring that overall revenue base goals are met through strategic collection efforts of all unsettled and delinquent accounts within TakeCare/FHP Health Center.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.