

Job Posting Form

Forward completed form to: OregonHFMAweb@gmail.com

Thank you for your interest in reaching our talented pool of healthcare professionals. The Oregon HFMA website will post Oregon positions, and the posting will be on the website for 30 days. You can re-submit a posting if it remains unfilled after 30 days. Please allow one-week after submission for the job posting to appear on the website.

Job Title: AR Resolution Specialist	Date: 2017.07.11
Employer/Company: Evolve Business Solutions	Location (City/State): Medford/Grants Pass
Name of Submitter: John Esa	Recruiter <u>Email</u> Address: johne@evolve-business.com
Employer <u>Website</u> Address: evolve-business.com	Recruiter Phone Number: 541.773.7791

Job Description:

First party collection services; Revenue Recovery for medical, commercial, property management, judgments and utility accounts

- Maintain the right balance between the circumstances of consumers facing financial difficulties and the requirement to meet our company recovery targets.
- Review account histories with consumers to negotiate payment terms
- Daily duties include heavy telephone activity and computer use.
- Update the consumer record with relevant notes about the call including the result or disposition.
- Verify consumer account information such as telephone, address, employment and assets
- Follow collection procedures in accordance with GCS/Evolve policies and procedures
- Mitigate consumer complaints and potential liability by performing FDCPA, FCRA, HIPPA and FTC compliant work functions that in compliance with all Federal, State and Local Laws and Regulations
- Maintains professional and technical knowledge by attending educational workshops; obtaining ACA certifications, and MDHBA Patient certification
- Crossover training to backfill new Evolve or GCS accounts
- Performs other duties as assigned by management.

Job Requirements:

High School Diploma or General Education Development (GED Certificate). Minimum of one year debt collection, credit control or medical billing experience preferred. Be able to demonstrate excellent computer skills, Customer Service, Closing Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Knowledge of collection-related activities, Ability to maintain highest level of confidentiality, Ability to work in a multi tasked environment, Excellent interpersonal, written, and oral communication skills, Knowledge, understanding, compliance with all Federal, State, and Local Laws and Regulations. Bi-Lingual/Spanish speaking candidates preferred