



Overview:

Gulf Coast Collection Bureau is a receivable management/collection agency that partners with hospitals, healthcare professionals, and other facilities to assist in recovery and resolution of their outstanding revenue. Gulf Coast Collection Bureau is dedicated to providing a patient friendly environment and prides itself on treating everyone with integrity and honesty, while providing the highest recovery to our providers.

Position:

Healthcare Insurance Recovery Agent

Position Summary:

Identification of balance due to insurance discrepancies, or billing errors. Communication with all insurance types (Governmental, Managed Care, Commercial, Auto and Workers Compensation.) for all clients/providers (Hospital and Physician) Responsible to coordination of all activities performed, by our insurance division to include billing and collections. Ensures that all follow up is performed timely and accurately to prevent/limit potential claim denials, issues with timely filing deadlines. Has the ability to identify basis of appeals.

Job Requirements:

- Communicate with patients in regards to balance due to uninsured or patient responsibility portions of charges
- Assist patients with any questions related to the balance in question and explain charges
- Accurately enter transactions in a computerized system to maintain and track consumer records
- Knowledge of basic medical/insurance terminology
- Must have excellent communication skills
- Professional and business savvy
- Excellent attendance, responsible and dedicated
- Computer knowledge, ability to type 40+ words per minute
- Ability to multi-task
- Team environment, must be able to get along well with others
- Medical collection experience a plus
- Bi-lingual Spanish speaking a plus

Gulf Coast Collection Bureau offers a comprehensive benefit package which includes, but is not limited to: health, life, and disability insurance, dental, vision, Paid Time Off, retirement plan with employer match, and a business casual work environment.

Please forward your cover letter including salary requirements and resumé in Word in PDF format to careers@gulfcoastcollection.com. If your qualifications meet our needs, we will contact you directly. **No phone calls please.** We are an Equal Opportunity Employer committed to building and maintaining a diverse work force.