



Healthcare Associates in Medicine
Collections Associate

Job Title: Collections Associate

Department: Billing

Reports to: Associate Supervisor

IMPORTANT:

Only candidates who *currently reside in or in close proximity to Staten Island* are going to be considered for the role.

Job Summary: Part-time positions will be scheduled to work 24 hours per week. Shifts are evenings and weekends. This position is located on Staten Island, NY.

Large Multi-Specialty Healthcare practice is seeking a part-time Collections Associate.

Resumes should be in a WORD format.

Responsibilities (include but are not limited to):

1. Qualified and comfortable to make phone calls to collect co-pays and open account balances for patients.
2. Working knowledge of an Electronic Medical Records System.
3. Have good personal skills.
4. Communicate effectively.
5. Work independently.
6. Have working knowledge of email and computer skills.
7. Work in an organized manner and enjoys speaking on the phone.

Physical Requirements/ Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

1. Incumbent will be required to work at any facility and be responsible for own transportation.
2. Incumbent will be scheduled based on operational need.
3. Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.
4. Position is in a well-lighted office environment.
5. Involves sitting approximately 80 percent of the day, walking or standing the remainder.

Equal Opportunity Employer