

## **Accounts Receivable Collections Specialist** **Business Office**

*Queens Medical Associates – The Center for Cancer and Blood Disorder – “Caring Is In Our DNA”*  
Queens Medical Associates, P.C. (QMA), a well-established out-patient cancer care facility specializing in the care of patients with Hematology and Oncology diseases. We are currently the largest stand-alone Hematology and Oncology group practice in the borough of Queens. Our physicians and clinical staff bring decades of experience to our patients providing exceptional care and wellness.

### **JOB DESCRIPTION**

We are seeking an experienced **Accounts Receivable Collections Specialist** to follow up on all unpaid claims for assigned insurance carriers. Proficient accountability will be required for ensuring accurate credit balances and payment postings for both patients and insurance payers. Must be able to work effectively with insurance carrier’s representative to resolve reimbursement issues or discrepancies. As a team member of the Business Office, candidates must have the following competencies:

- Excellent written and verbal communication skills.
- Ability to prioritize and manage multiple responsibilities.
- Have strong attention to detail, and meet department goals and activity metrics.

### **DESIRED SKILLS AND EXPERIENCES**

To qualify, you must have a high school diploma or equivalency. Ideal candidates will have a minimum of two years of medical billing experience in oncology medicine. In this role, you will also be required to review and track patient charges for data analysis and reimbursement. To effectively protect and maintain data, confidentiality of health information and treatments is highly important.

**Interested candidates may send cover letter and resumes to [jobs@queensmedical.com](mailto:jobs@queensmedical.com)**

### **ABOUT OUR COMPANY**

Queens Medical Associates has made cancer care accessible in the various communities of Queens (Fresh Meadows, Rego Park, Flushing and Jackson Heights). The group practice administers chemotherapy and non-chemotherapy treatments in a safe, comfortable, and highly professional environment. We focus on treating our patients and their families with exceptional care and dignities providing the personalized and individualized attention that people with a serious disease require and deserve. Our licensed, certified professionals provide timely education to patients, families, and caregivers to facilitate understanding and support informed decision making.

At QMA, we pride ourselves on being at the forefront of new development in medicine. In 2004, we adopted an electronic medical records (EMR) system for our office. The EMR allows us to keep accurate records for our patients including their treatment and tests. Today, QMA is a key participant in advancing cancer treatment. QMA has been selected to participate in a number of clinical trials and newly released leading edge medications to prolong the quality and length of life. Our health care delivery model is organized around languages – providing personalized touch via telephone lines, front office assistance and throughout patient care delivery.

### **Referral Bonus:**

***\$500 Bonus after 6 months of employment. \$500 bonus after 1 year of employment.***