

**Associate / Sr. Associate- AR**

**Location: Hyderabad / Lucknow**

**Eligibility Criteria:**

- Should be a Graduate.
- 2-6 Years of US healthcare knowledge
- Good Communication Skills

**Roles and Responsibilities:**

- Responsible for checking with Insurance companies (in US) on behalf of doctors/physicians and follow up on outstanding Accounts Receivable.
- To prioritize the pending claims for calling from the aging basket.
- Should be able to convince the claims company (payers) for payment of their outstanding claims.
- To check the appropriateness of the insurance information given by the patient if it is inadequate or unclear.
- To make a physical call by following the international norms and applicable rules for confidentiality and HIPAA compliance.
- Escalate difficult collection situations to management in a timely manner.
- Review provider claims that have not been paid by insurance companies.
- Handling patients billing queries and updating their account information.
- Post cash and write off the contractual adjustments accordingly while working on the accounts.
- Meeting daily/weekly and monthly targets set for an individual.
- Mentor the new employees