JOB FAIR
Medical Collections

Come join us for the University of Miami's Medical Collections Job Fair on day, Friday, June 15, 2018, from 9:00 am to 3:00 pm. These positions coordinate the functions of collections and customer service on individual medical patient accounts. Must have knowledge of Managed Care, PPO or Commercial Accounts in relation to medical billing and collections.

The job fair will take place at the Gables One Tower located at 1320 South Dixie Highway in Coral Gables, Florida. You will need to proceed to the 8th floor of Gables One Tower.

Please bring at least 3 resumes with you and be ready to interview.

PARKING: Limited parking is available in front of the Gables One Tower (take ramp to upper level, then to security gate) or parking is available at the MetroRail's University Station, under the tracks, which is directly across Dixie Highway from the facility. Please note that University Station parking requires a fee. Also please avoid parking in the University Center shopping center next to Gables One Tower as this is a designated tow-away zone. We encourage riding the MetroRail to reach our location at University Station.

See you there!

The general qualifications for Medical Collections are as follows: high school diploma or equivalent along with at least one year of patient-related clerical experience in a medical setting. Possess a basic understanding of medical center and medical collections activities. Knowledge of Managed Care, PPO, UB04 codes, ICD9 codes, medical terminology, and Third Party Payer requirements and reimbursement rules. Excellent communication skills, both oral and written, in order to communicate with others in-person, via telephone and email. Any relevant education, certifications and/or work experience may be considered.