Complete Claims Processing Inc.

YOU'RE BRILLIANT!
…and we'd love to meet you

POSITION: Workers' Compensation Collector/Lien Representative

DESCRIPTION: We are looking for a highly motivated individual who would thrive in our fast-paced, upwardly mobile company.

LOCATION: West Los Angeles

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:
• Make outbound calls to contact insurance companies in reference to past due medical bills
• Follow through on correspondences from insurance companies
• Respond to Insurance and attorney correspondence when necessary
• Negotiate balance and have claims reprocessed when necessary
• Work independently from A/R reports
• Appearing at WCAB Hearings as needed
• Any other relevant tasks determined by your Manager or required by the position

QUALIFICATIONS:
• Must have at least two years recent Workers' Compensation collections
• Thorough knowledge of California Workers' Compensation Law
• Track record of successfully filing appeals on behalf of the medical provider to insurance companies
• Track record of successfully resolving collections
• Demonstrated ability to negotiate
• Demonstrated persuasive skills
• High-energy, self-motivated, and performance-driven
• Familiarity with MS Office Suite, especially Excel and Word
• Medical terminology is a plus
• Knowledge of Workers' Compensation insurance billing is a plus
• Litigation experience is a plus

EDUCATION AND EXPERIENCE:
High school graduate or equivalent (such as GED)
Knowledge of pharmacy benefits and claims a plus
Basic knowledge of medical coding; certification a plus

ADDITIONAL:
Company is in a beautiful location
Pleasant work environment

COMPENSATION:
Commensurate with experience

Note: *All offers of employment are contingent upon verification of education and prior employment*

To apply, please send your resume and cover letter to ***yourfuture@ptlcentral.com***. No phone calls, please.
In order for your application to be considered, you must indicate the position you are applying for in the email subject header.

Complete Claims Processing Inc.

Complete Claims Processing Inc. (CCPI) is a specialized billing company focusing on meeting the billing needs of dispensing physicians. CCPI has a team of dedicated employees with a combined 80 years of billing experience. CCPI is a multifaceted company featuring a Billing department, Collections department, Contracting department, and Document Management department.

CCPI billing specialists have extensive experience with Workers Compensation and Private Insurance claims. The collections department features team members who specialize in litigation support, expert testimony, provider education, and applicant attorney support.

Our beautiful campus inspires an innovative and collaborative culture. Seated at the peak of the Santa Monica mountains, CCPI is a hotbed of creativity.

We spend our days helping people overcome sleep disorders, anxiety and pain – and we help physicians run more profitable practices. Being part of this environment excites us, as do the multiple benefits our company offers:

- Competitive Salary
- Outstanding Medical Benefits
- Guided Career Advancement
- Promotion from Within
- A Reputable, Socially-Beneficial and Stable Company
- Beautiful, Comfortable Working Environment
- A Team with a Passion for Excellence and a Passion for Helping Others
- An Innovative, Collaborative Environment
- A Culturally-Diverse Team
- Clear Personal, Departmental and Company Goals

We are dedicated to improving patients' lives and helping physicians benefit from the practice of medicine. If this excites you, we'd be happy for you to apply.

Our interview process is intense and will likely include phone interviews and in-person interviews with people across the company, a thorough background check and relevant skills testing. But if you've got what it takes – it's so worthwhile!