



# Complete Claims Processing Inc.

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

**POSITION: Private Insurance Collector**

**DESCRIPTION:** The position is in the collections department of an organization in the medical/pharmaceutical industry.

**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  
Identify, verify, and re-bill insurance coverage when necessary  
Negotiate balance and have claims reprocessed when necessary  
Work independently from A/R reports

**QUALIFICATIONS:**

Must have at least two years recent medical collections or medical billing experience  
High-energy, self-motivated, and performance-driven  
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, and influence others  
Demonstrated persuasive skills  
Thorough knowledge of FDCPA  
Familiarity with MS Office Suite, especially Excel and Word  
Medical terminology is a plus  
Knowledge of Medi-Cal or commercial insurance billing 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  
Respected and well-established high growth company  
Afternoon shift (2:30 PM - 11:00 PM)

**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@ccpicentral.com](mailto:yourfuture@ccpicentral.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.

## *Targeting a Great Future for You!™*

Complete Claims Processing Inc, part of the Targeted Medical Pharma Group, has spent over two decades developing products to improve patients' quality of life and making the practice of medicine profitable for physicians. That commitment to developing happy lives starts within our team.

Our beautiful campus inspires an innovative and collaborative culture. Seated at the peak of the Santa Monica mountains, Complete Claims Processing Inc. is a hotbed of creativity. This location is where we develop medications, business technologies and methodologies that have evolved into a valuable library of patents – and many prosperous employees.

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
- 401(k)
- Profit Sharing
- Guided Career Advancement
- Promotion from Within
- Career and Self-Development Programs
- 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!

