



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Collections Specialist

Location

Remote

Client

Undisclosed

Job Summary

We are seeking a detail-oriented and proactive Collections Specialist to manage accounts receivable and collections activities across multiple registries. This role involves following up on outstanding payments, resubmitting insurance invoices, handling demand letters, verifying insurance benefits, and assisting with start-of-care documentation for insurance claims.

The ideal candidate has strong experience in collections, excellent phone communication skills, and the ability to navigate sensitive financial conversations with clients and insurance companies in the U.S.

Responsibilities

- Review and actively collect outstanding Accounts Receivable using multiple reports and tracking tools.
- Contact clients, responsible parties, and insurance companies to collect payments and resolve outstanding balances.
- Coordinate with Billing Managers to resubmit missing or skipped insurance invoices.
- Send and manage Demand Letters as necessary.
- Document all communications accurately in the system.
- Enter payment information into Instamed and update the Matrix Payment Register.
- Monitor A/R Extract and DSO reports to prioritize collection efforts.
- Discuss and document approved payment plans.
- Submit accounts to external collection agencies when required.
- File claims to estates when applicable.
- Perform Verification of Benefits (VOB) and re-verifications as needed.
- Submit and follow up on Start of Care documents with insurance providers (Plan of Treatment, AOB, W-9, etc.).
- Scan and manage documentation within the system.
- Provide coverage for the Collections Supervisor when needed.

Qualifications

- College graduate (required).
- Advanced English level (spoken and written).
- Proven experience in Collections and/or Accounts Receivable.
- Experience communicating directly with U.S.-based clients and insurance companies.
- Strong organizational, analytical, and administrative skills.
- Detail-oriented and self-motivated.
- Ability to multitask in a fast-paced environment.
- Experience in healthcare billing or medical collections is highly preferred.

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>