**Collections Attorney General Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Collections Attorney to manage a team of legal collections staff in making sure that each defaulted account is being handled properly, keeping senior management apprised on the important cases, and providing guidance to outside counsel when needed.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Manages patient account specialists and file clerks
* Contacts attorney offices to obtain case status and insurance information
* Negotiates patient account balances with law offices
* Follows up with insurance companies to obtain claims status
* Follows up with attorney offices on the payment status of negotiated balances
* Sends correspondence to attorney offices and patients to initiate negotiations and/or obtain case status
* Updates patient accounts with current and accurate information to allow for successful verification and correct billing
* Updates attorney offices with treatment status and current patient balances
* Confirms attorney receipt of patient records and bills or secures missing information for the attorney's office
* Confirms all payments received are the correct negotiated amounts
* Serves as a key team member for the patient revenue cycle process and represents the company as an ambassador to attorney offices and their staff

### About you

* Member of the [insert state] State Bar with a minimum of [insert number] years of relevant experience as an in-house attorney with a bank or financial institution or other experience with a law firm providing advice to banks or other financial institutions
* Team player with a strong work ethic, and a desire to learn and expand skills and responsibilities over time
* Creative and strategic thinker with the ability to influence, interact with and advise senior executives, build trusted relationships with clients and colleagues, deal constructively with conflict, issue advice and guidance with confidence and diplomacy
* Ability to deliver difficult messages with tact and sensitivity
* Excellent organizational skills and attention to detail
* Strong risk analysis skills and judgment
* Exceptional verbal and written communication and interpersonal skills
* Ability to adapt to a fast-paced environment involving multiple simultaneous issues and transactions

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]