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# Example of Billing / Collections Specialist Job Description

Our growing company is looking to fill the role of billing / collections specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for billing / collections specialist

* Retractions and completes refund paperwork
* Reconciles credit balance within Epic through adjustment posting
* Reviews and trends claim rejections in assigned work queues
* Appeals claim rejections in a timely manner in accordance to carrier specific guidelines
* Reconciles daily work to system generated reports
* Provides phone coverage for Patient Billing Department when necessary
* Responsible for meeting departmental standards and adhering to company policies
* Attends payor meetings for updates when requested
* Adheres to all HIPAA privacy and security policies and practices.　 Reports observed violations and incidents and cooperates in investigations as requested by management
* Accurate and timely billing (high volume) for our service business

## Qualifications for billing / collections specialist

* Data entry of payments and adjustments
* Daily balancing of payments and adjustments
* Determine Refunds
* Collections on unpaid patient balances
* Speak with patients and answer questions
* Process patient credit card payments