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# Example of Billing Rep Job Description

Our innovative and growing company is looking to fill the role of billing rep. 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 rep

* Assists customers with obtaining and/or the completion of required medical documentation or other paperwork
* Assists in the handling of customer’s financial matters, insurance coverage or not, and makes arrangements for payment
* Coordinates work to achieve maximum productivity and efficiency
* Reviews and confirms all deliveries
* Provides phone support, relays messages to the appropriate party and takes messages as needed
* Provides clerical support as needed, makes copies, files
* Assists Accounts Manager as necessary
* Some A/R Follow-Up
* Accurately identifies patient record using a minimum of two patient identifiers (name, DOB, SSN) ensuring that the correct patient is always selected and minimizing duplicate MRN errors
* Accurately inputs all patient demographics and insurance information into the patient record in Epic (or applicable health information system)

## Qualifications for billing rep

* Minimum 2 years office experience, preferably in a health care setting
* ICD-9 10 Coding experience helpful
* Minimum (5) years in call center/customer service, minimum (1) year management experience required
* Previous healthcare
* Must have NC state Phamacy Technician license and certification required by government regulation
* Strong computer skills and data entry skills, project management skill required