Downloaded from <https://www.velvetjobs.com/job-descriptions/billing-rep>

# Example of Billing Rep Job Description

Our innovative and growing company is searching for experienced candidates for the position 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

* Runs a SOW several times daily and schedules visits for IP consults
* Assists office staff with duties as assigned
* Provide patient account information and answer customer queries
* Obtain and enter authorizations, insurance and demographic information accurately and timely to ensure clean claims are released
* Timely follow-up on insurance claim denials and exceptions
* Respond to inquiries from Case Managers, insurance companies, and internal customers in a timely manner
* Regularly attend monthly staff meetings and in-house training
* Use ACTS work list report to enter initial follow up date and understands and uses Medi system
* Able to create and use Excel spreadsheets
* Downloads and edits claims

## Qualifications for billing rep

* Problem solving - Identify and resolves problems in a timely manner
* Communications - Able to communicate clearly, tactfully and succinctly in a variety of communication mediums, settings, and styles
* Judgment - Displays willingness to make good and accurate decisions in a timely manner
* Teamwork - Supports co-workers and understands the importance of working effectively within a group
* Organization - Good organizational skills with strong discipline and work ethic to consistently meet deadlines with a high degree of accuracy
* At least 1 yr of medical billing experience or equivalent experience in a hospital Business Office