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# Example of Business Services Coordinator Job Description

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

## Responsibilities for business services coordinator

* Review, update and disseminate paper fee slips to clinics or supporting electronic fee slips
* Operates within the Central Business Office and may, at times, include other duties associated with the Business office
* Price CPTs and HCPCS for both facility and non-facility fee schedules
* Assist in auditing the fee schedule against payer payments and contracts to ensure proper payments
* Maintain fee request forms and tracking process
* Serve as an example of best practices and standard operating procedures through professionalism, tact, and excellence in daily performance
* May perform technical duties pertaining to printer
* Follows proper accounting procedures including such things as account numbers, location numbers and whether or not to capitalize expenses
* Ensures work orders are keyed properly and flagged for accounting procedures including such things as account numbers, location numbers and whether or not to capitalize expenses
* Ensures safety procedures and standard operating procedures are followed

## Qualifications for business services coordinator

* Skill in relevant computer software (Excel, Adobe, Word)
* Master’s degree in counseling or higher education administration, or an equivalent combination of education and experience
* A minimum of 3 years required
* Basic knowledge of practices of the accounting and human resources and communications professions
* Ability to function independently in a responsible and timely manner
* Knowledge of MS Office suite, including MS Excel, MS Word, MS PowerPoint, MS Outlook