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

# Example of Director, Billing Job Description

Our innovative and growing company is looking to fill the role of director, billing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for director, billing

* Audit Assistance – work with billing team and manager to pull information for auditors
* Consolidate and simplify Advisory billing processes to reflect a client relationship view and tools to help manage Advisory fees
* Manage the portion of billing that relates to AR cash/payment posting Knowledge of commercial payer and commercial payment activity and related healthcare terminology
* Supports the Office of Research and the development of clinical research programs by participating in inter-disciplinary committees and workgroups providing oversight and support to ensure compliant processes for billing research related services to third party payers
* Develop and maintain a well-trained and empowered staff to ensure timely and accurate billing, meet regulatory, legal, compliance and audit requirements and achieve maximum reimbursement and cash flow of hospital AR
* Oversee Patient Billing, including Medicare, Managed Care, Medi-Cal, WC, Medi-Cal Managed Care, Medicare Managed Care, Transplant, Special Programs and all others
* Monitor the performance of the Billing, Payment Posting and Mail Triage functions within PBS
* Work with cross functional teams to address business and system issues and assist in their implementations
* Creates a detailed project plan including specific target dates and milestones for key phases of the project from current state analysis to future state implementation, and then follows that plan to its timely completion
* Collaborates with key internal stakeholders, business partners, and senior leadership in gathering and suggesting important requirements for success while also providing regular project status updates

## Qualifications for director, billing

* Ability to communicate and work well with individuals at all levels within the company
* Experience with a very high volume of Client Accounting activities, multi-currency, multi-location ideally with a Law Firm or other Professional Services environment
* Previously developed resource strategies to meet business needs
* Previously demonstrated the ability to lead, mentor and motivate staff
* Minimum 7 years of relative experience
* 5+ years in hospital, health or other medical setting