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# Example of Rep-Billing Job Description

Our innovative and growing company is looking for a rep-billing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for rep-billing

* Greets every individual on the phone or in person with a smile and a warm professional greeting for the Telehealth Scheduling & Billing Line Provides outstanding customer service to all internal and external customers including our patients, visitors, co-workers, physicians, and insurance companies
* Enters appropriate charges which may include HB and PB charges for both IP and OP telemedicine visits following telemedicine billing processes in correct Epic boxes
* Monitors and works over 20 billing workqueue’s
* Maintains copies of all 8096 and FASTforward authorizations
* Performs charge corrections per departmental requests
* Works directly with third party payers, internal and external customers, toward effective and efficient claims resolution
* Responds to Customer Service inquires
* Submits replacement, cancel, and appeal, claims to third party payers
* Utilizes all resources available, including electronic inquiries to verify eligibility, and claim status
* Exercises good judgement towards account resolution and documents all activity on account in clear, accurate, and consistent manner

## Qualifications for rep-billing

* Decision Making – Identifies issues, problems, and opportunities
* PC Skills – Demonstrates proficiency in Microsoft Office (Excel, Word, and Outlook) applications
* Experience with Microsoft Outlook which includes the ability to read understand and respond to emails received, sort and categorize emails, set up signature, and utilize task option
* Experience with Microsoft Excel which includes the ability to understand and interpret simple spreadsheets and create and modify simple spreadsheets
* Knowledge of Federal and State regulations applicable to Government and Insurance Collections
* Working knowledge of computers and demonstrated proficiency in using e-mail systems, Internet and MS office software applications with emphasis in Word and Excel