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

# Example of Rep-Billing Job Description

Our growing company is hiring for a rep-billing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for rep-billing

* Identifies billing problems and corrects them
* Review, verify and correct Lab orders to ensure accurate and up to date patient demographic and insurance information on HIS, LIS and Billing Systems
* Utilize multiple computer systems to input and source patient billing information (UHHS, AthenaNet, IDX, Soarian, Soft Lab/AR, HARP, OnBase and POS/Virtual Merchant)
* Provide excellent customer service to all internal and external customers while researching and resolving patient billing issues
* Balance out cash drawers
* Collect administrative and financial documents from patients
* Answer phones and screen incoming calls
* Familiarity with Managed Care Contractual Obligations
* Attends all required training classes
* Maintains cooperative and professional relationships with physicians, nurses and office staff

## Qualifications for rep-billing

* The Basic Computer Literacy Assessment score must be current within one (1) year of (contact Local HR Office for testing)
* Proficient with patient accounting and computerized collection systems and use Windows operating system and Microsoft Office Applications (WORD, EXCEL)
* Ability to read, write and perform mathematical computations at a high school level
* Must be able to sit at a computer screen and keyboard for extended periods of time
* Is able to adapt to changes in the work environment, can change approach or method to best fit the situation
* Experience in Commercial Services (B2B) preferred