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# Example of Rep-Billing Job Description

Our company is hiring for a rep-billing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for rep-billing

* Appeal carrier denials through review of coding, contracts, and medical records
* Maintain Outlook shared mailbox by responding and resolving ad-hoc billing inquiries
* Provide customers with customized billing on a daily, weekly, or monthly basis
* Liaison between the corporate office, the sales force, and end customer for their billing requirements and expectations
* Determines appropriate issue resolution on any billing discrepancy for product, tax and/or freight
* Continuously working on creating and updating existing and new processes as it relates to the billing requirements
* Uses Aging data to follow up on accounts
* Practices Service Excellence
* Make outbound calls to verify insurance coverage
* Convert written Diagnosis codes to ICD-9 format accurately

## Qualifications for rep-billing

* Fosters teamwork atmosphere between business and clinical stakeholders
* Retains, recruits and manages staff to achieve strategic objectives
* Reschedules all patients for whom insurance verification/authorization information has not been obtained prior to the patient’s appointment
* Associate's Degree/completion of college level coursework preferred
* Prior experience in physician office/revenue cycle operations, preferred
* High school diploma or GED equivalent, or equivalent combination of education and experience