



Example of Analyst, Billing Job Description

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Our company is looking to fill the role of analyst, 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 analyst, billing

- Ensuring billing controls are aligned with SOX guidelines
- Developing/maintaining training and process documents
- Monitor and audit daily billing activity for accuracy
- Lead in the successful billing process and invoice presentment investigating and validating appropriate credit and debit billing adjustments
- Manages the billing of claims to ensure timely and accuracy of billing for assigned payer(s)
- Analyzes claims and determines appropriate adjustments
- Produces and presents progress against performance measures
- Adheres to and gives feedback to Management related to billing policies and procedures
- Completes all expectations within specified deadlines
- Analyzes and reviews charts to ensure acceptable documentation supports billing of services

Qualifications for analyst, billing

- Working knowledge of Microsoft Office tools (Word, Excel, PowerPoint, Outlook)
- 3+ years of experience in accounts receivable function
- Ability to multitask, set own priorities, be self-motivated
- Three (3) years of billing experience OR

- Ability to work effectively with, and obtain cooperation from other employees, departments/functions, outside parties