



Example of Billing Assistant Job Description

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Our company is looking for a billing assistant. 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 billing assistant

- Follow up with project managers regarding unbilled work in progress and project status
- Responsible for inputting payment upon client invoice payment
- Assist in the Year-End Projections function
- Assist with obtaining documentation for special projects including our annual Audit
- The Office Assistant / Billing Specialist represents the practice in the coordination of all patient/physician/therapy/nursing encounters, ensuring appropriate utilization of time and patients' needs are met
- This position is also responsible for accurate entry of patient information, financial information, codes and charges for services rendered on a daily basis
- In addition, the Office Assistant Billing Specialist is responsible for specialized billing not handled by the Centralized Billing Office
- A minimum of two years' experience required, three years preferred, in a medical office or equivalent with medical terminology, coding, charge entry and payment collection
- Update the marketing database with all media contract information to ensure the tracking of ad buys and cancels
- Audit the Database on an ongoing basis to determine accuracy of all data

Qualifications for billing assistant

- Billing & Settlement background in Telecommunication Carrier Business
- Prior experience in a Finance/Accounting function preferred
- Must demonstrate a good knowledge of administrative and clerical best practices and office procedures
- Proficient MS Office skills required, working knowledge on-line accounting systems preferred