



# Example of Billing Associate Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking for a billing associate. 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 associate

- Billing System Management. Enter all patient and third party payer information into the applicable lab and billing systems
- Prepares monthly reconciliations of accounts receivable and various revenue analysis reports
- Contacts customers to arrange and verify appointments for meter readings, initiates necessary field orders and processes meter readings for billing purposes
- Provide leadership/supervision to the billing clerks following established company policies and procedures
- Perform other Billing duties on a daily basis including, but not limited to, address changes, member/policy maintenance, monetary adjustments, new account set-up, dispute research and resolution, fraud research, receivable collection on accounts and quality review
- Knowledge of all third party payer billing rules and regulations
- Communicate with sponsors on required data for billing, inquiries, cash receipts
- Ensure timeliness and quality of billing of a pre-defined customer portfolio
- Perform validation activities at all steps of the billing cycle
- Act as a single point of contact and manage billing queries by taking proactive ownership of issues (assign priority, owner, timescales) and drive resolution

## Qualifications for billing associate

- Associate's degree in Business, Accounting or related field is preferred but not required
- A background demonstrating the ability to work independently part of a team
- Strong analytical and problem solving ability is necessary
- One to three years experience performing in a related field
- Filing client contracts and requests
- Professional attitude and service oriented