



Example of Billing Associate Job Description

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Our company is searching for experienced candidates for the position of billing associate. 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 billing associate

- Generate billing and write-off reports and acquire write-off approvals based on given thresholds
- Maintain customer satisfaction through responses to customer billing inquiries
- Co-ordinate and implement new Enterprise customers onto a centralized billing platform
- Resolve billing related queries
- Acts in collaboration with billing supervisor to manage and coordinate all aspects of charge submission
- Serves as a liaison to the outside billing service for questions, data request, and other inquiries
- Reviews visit encounters for complete and accurate CPT/ICD-10 coding and other required billing information
- Partner with Billing Manager to ensure hitting weekly, monthly and annual goals
- Assist with establishing new billing policies and procedures
- Assist with reporting outstanding stop loss receivables on a quarterly basis

Qualifications for billing associate

- Highly proficient with MS Office Software, high aptitude for MS Excel
- Demonstrated Microsoft Excel skills via projects

- Match paperwork and compile invoice/credit paperwork (Invoice, BOL, PO)
- Review documents daily for special situations (white orders, short shipments, etc)