



# Example of Billing Associate Job Description

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Our growing company is looking for a billing associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for billing associate

- Daily reconciliation of billing
- Correcting billing errors
- Billing of 150+ basic Firm Fixed Price (FFP)/Time & Material (TM) and Cost Plus contracts per month
- Analyze payments for Accounts Receivable and assist the Cash Application group with unidentified customer payments as needed
- Participates in reviews of office procedures as they relate to charge submission and recommends suggestions, ideas and solutions to improve operational processes
- Reviews and responds to AR follow-up inquiries related to CPT/ICD-10 coding and other denial issues
- Bill customers in a timely and accurate manner, ensuring bills are in compliance with appropriate contracts, guidelines and regulations
- Back up to all administrative assistants as needed
- Typing support and main phone line duties
- Badge Access Coordination

## Qualifications for billing associate

- Excellent communication skills and the ability to interact effectively with customers and co-workers
- High school graduate with business machine and computer skills
- Working knowledge of medical terminology and DME
- Ability to bill Medicare, Medi-Cal, and private insurance

