



Example of Billing Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of billing manager. 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 manager

- Inform Billing Director of any significant issues in the Billing area (e.g., Billing backlogs, HIM bill drop delays, payer issues, vendor issues)
- Implement appropriate billing edits, bridge routines, to ensure a clean claim is submitted, expedite billing/cash flow and/or ensure billing compliance
- Serve as the coordinator with the billing software company
- Completing all pre-surgical coding for authorizations
- Supervise the Billing team
- Work directly with Customers/ Members on a daily basis regarding cancellations, freezes, monthly billing issues or any account changes
- Conduct an audit on a monthly and yearly basis in connection with all Team billing
- Develops and presents compelling business cases for all technological billing requirements, including regulatory, compliance, risk mitigation, or efficiency initiatives
- Data Analysis, data mining and utilization of big data - Performs analysis on highly complex data models that have cross-functional impact and develops recommendations for review by Billing Director, Customer Care Directors, and Vice Presidents
- Represent Billing Operations at Product, Project, Commercial and Finance meetings

Qualifications for billing manager

- Excellent oral and written communication skills, particularly with regard to follow-up on unresolved issues
- Strong ability to adapt to change and open to considering new approaches in resolving issues
- Strong understanding of confidential matters
- 3-8 years of relevant experience or a combination of education and work experience required
- Bachelor of Science degree in Business Administration or related degree
- A Master's degree in or Professional Certification in Business is preferred