



# Example of Billing Manager Job Description

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Our innovative and growing company is hiring for a billing manager. 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 manager

- Provide leadership and oversight for the North America Billing Operations team, lead transaction level investigations and communicate billing and pricing constructs with global partners to more effectively manage account relationships
- Responsible for the timely, accurate and effective billing operations and the process integration with Cash & A/R, Payroll and T&C the branch offices, Strategic Accounts, Reporting, Accounting and other depts
- Understand and communicate nuances of billing various payers such as Medicare, Medicaid, HMO's, PPO's, IPA's, employers
- Plan, co-ordinate and liaise with users on system requirements to ensure that the overall Billing & Cust Care solution is an integrated one
- Assures compliance with billing policies and procedures
- Assists the Billing Director in establishing and monitoring productivity standards, quality improvement and direct staff in meeting department goals
- Assists the Billing Director in preparing timely month-end closing activities
- Work as a liaison between the Billing services staff and other Patient Account Services staff
- Resolve issues escalated by patients and/or Billing staff
- Ensures that third party billing is submitted correctly Assures that payer claim rejections are corrected and filed

## Qualifications for billing manager

- Must have managed a large staff of 8+
- Proficient in operating a 10 key calculator
- Support the Membership department in tracking monthly sales, retention rates, revenues and cancellations
- Submit documents to Accounting department
- Participate in year-end audit preparation tasks, as appropriate