



Example of Billing Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of billing manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for billing manager

- Understands and communicates Billing and Collections issues to the CBO and others such as the Regional Manager of Business Operations, BOMs
- Communicates with BOMS and Administrator and other members of the Leadership team as required on daily activities affecting patient scheduling, registration, and insurance verification, billing and Collections as determined through facility processes
- Assists the Billing Director in establishing and monitoring productivity standards, quality improvement
- We are looking for a Product Manager to work with our Billing Applications, specifically with RMB 1.0, RMB 2.0, and XAA
- We are looking for a seasoned Product Manager who has been running billing platforms for large enterprises
- Responsible for security of all Billing Administrations systems in line with VTL standards, policies, procedures and industry best practices
- To provide guidance, leadership and direction to all Billing administrations administrators, and ensure they are familiar with technical architecture of their systems and have also instituted a regime which will ensure problems are detected early and resolved in a timely manner
- Works closely with Sales Coordinators, and Project Managers to review detailed, sometimes complex client contracts to ensure proper account set-up, billing and revenue recognition
- Maintain an efficient billing process for the medical practice
- Communicates immediately to management regarding any compliance

Qualifications for billing manager

- Five years billing leadership experience within a Biopharma, or Lab related environment
- Strong professional communication skills, including written, verbal, and presentation, with the ability to share ideas, and influence all levels within the organization, customers
- Ensures that employees are trained and compliant with SOP's and competency checklists
- Supervises and participates in personnel management activities for the department
- Conducts or guides supervisors in performance appraisals, documenting deficiencies, developing plans for improvement and counseling employees
- Accurate and timely production of client claims