



Example of Billing Representative Job Description

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Our growing company is looking to fill the role of billing representative. 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 representative

- Inputs servicing dealer change due to machine relocation or dealer cancellation
- Issuing weekly customer statements
- Reconciling billings, general ledger and source data to verify accuracy
- Sending client invoices and supporting details
- Organizing and maintaining files containing invoice and customer credit memo records
- Performing additional tasks and projects as requested by management
- Responsible for the daily downloading, editing and transmitting of billed claims
- Request medical records and itemized bills for specialized billing
- Coordinate with the departments and medical records for clinical charge and coding issues
- Identify/resolve medical necessity and CCI issues

Qualifications for billing representative

- Responsible for working daily reminders (CFUM's) and CPA Work Queues
- Responsible for initiating the electronic Bill Date Posting process
- Responsible for initiating the electronic Confirmation Note Posting process
- Responsible to download and transmit data mailers to Express Bill for distribution
- Other duties as assigned by the PFS Billing Supervisor, Assistant PFS Director

