



Example of Billing Representative Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a billing representative. 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 representative

- Provide support for other members of the Accounts Receivable Department, including analysts, team leaders and supervisors, as required
- Interacts with patients to help resolve insurance discrepancy issues
- Handling billing duties
- Payment postings
- Provide World Class Customer Service, via verbal and non-verbal communication, in a polite, pleasant and respectful manner
- Safeguard all Protected Health Information (PHI) by keeping it in sight, on your person or secured at that persons respective workstation
- Verify patient's Medicaid, Medicare, Managed Care and other insurance eligibility via HDX or insurance websites
- Register patients via Unity system
- Verifies patient's demographics and insurance via Unity system
- Open visits for clinics

Qualifications for billing representative

- Insure that HIPAA and Patient Rights booklets are distributed to patients, when needed
- Scan patient ID, insurance card and any other pertinent information into Enterprise Document Management (EDM) system
- Participate in staff meetings and in-service trainings, as requested

- Time management and attention to detail to accurately process a high volume of workload in a tight turnaround environment
- Positive team attitude and willingness to assist the team