



# Example of Billing Representative Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position 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

- Monitors bank account activity and escrow funding status and notifies management and/or clients of issues
- Identifies customer needs and resolves them in a timely manner
- Provides support and problem resolution to internal and external customers
- Ensure that daily paperwork is received from the customers
- Input new and updated information into the operating system accurately within 24 hours of receipt
- Communicate with Business Office Managers, Directors of Nursing and/or Administrators to obtain missing information
- Communicate with third party insurance plans to verify eligibility and obtain insurance information
- Set up and review Hospice accounts for accurate billing
- Set up and review Medications sent home with discharge for accurate billing
- Process paper and electronic insurance claims daily, weekly, or monthly, according to departmental schedule as specified for each type of insurance

## Qualifications for billing representative

- Minimum of three years of experience in medical billing required
- High school diploma or equivalent an asset
- Advanced computer and MS Office skills
- Experience with administrative accounting tasks are an asset

- Associates degree or equivalent recommended