



# Example of Billing Representative Job Description

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Our growing company is searching for experienced candidates for the position of billing representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for billing representative

- Process secondary claims, both paper and electronic
- Review electronic errors and rejection reports and resolve as appropriate
- Reconcile claims billed utilizing available tools
- Contact clinics as necessary regarding missing or incorrect data required for billing, escalate as needed
- Maintain and update notes on patients' accounts as required
- Immediately notify management of payor issues or problems and maintain constant communication with management until resolved
- Assist with rebills
- Ensure all HIPAA requirements and standards are followed and executed consistently
- Bill UB92 / UB04 Government and Non-Government claims for St
- Obtain documents to be submitted with claims on a timely basis (ie

## Qualifications for billing representative

- Must have knowledge of third party billing procedures state and federal regulations governing billing
- 1+ years of collections and call center experience strongly preferred
- Collaborate with LTC facility staff , Omnicare pharmacy operations staff, prescriber offices, third party payers, patients and/ or their responsible parties and claim processors
- Work within several different operating systems and web based programs to

fills and work claims through to resolution to ensure compliant, timely and accurate billing practices

- Be sitting, stand, stoop, bend and walk intermittently during the day
- Have finger dexterity to operate office equipment (Required)