



Example of Billing Specialist Job Description

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Our innovative and growing company is looking for a billing specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for billing specialist

- Ensure daily billing activities are completed accurately and timely
- Understand client contracts for assigned BU and implications to Innomar including billing process and revenue recognition
- Prepare client invoices and back up timely and accurately
- Maintain detailed client billing files
- Monitor program billing rates on a regular basis as required
- Maintain records of routine accounting transactions, ensuring internal processes are properly documented and controlled
- Manage invoicing policies and procedures guide for assigned BU
- Primary payer does not pay expected reimbursement in full
- Claim aging becomes >90 days
- Processes sales orders and agreements for contract entry into operating system

Qualifications for billing specialist

- 2-5 years of collection
- Ability to communicate with all levels of management, vendors, and staff
- Proactive attitude and desire to anticipate client needs
- Juggle multiple tasks and prioritize
- Extensive computer work and phone work
- Ability to handle pressure from clients (internal and external)