



Example of Billing Support Job Description

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Our company is looking to fill the role of billing support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for billing support

- Issues refunds to patients and third party carriers for overpayment of duplicate payment
- Identifies and resolves credits posted to patient accounts and corrects overpayment
- Batches all paperwork and balances all batches
- Transfers payments between invoices and/or accounts
- Performs other adjustments or corrections to patient accounts as required
- Responsible for establish and implement mechanisms by which benefits can be delivered and measured
- Leads the activities associated with benefits realisation
- Ensuring continued accrual of benefits can be achieved and measured after a programme has been completed
- Takes the lead on transition management to ensure changes are effectively integrated into the business
- Prepares affected business areas for transition of new ways of working

Qualifications for billing support

- Experience with DevOps IT methodologies (Agile, Confluence, Stash, Jenkins ..)
- University or College degree (IT, Telco, Engineer)
- Broad IT background with emphasis on the application support related

- JAVA knowledge is advantage
- Familiar with Solaris Operation System is an advantage