



Example of Billing Support Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for billing support

- Utilizes various internal and external business applications to monitor invoice flows to customer and to 3rd Party processes
- Analyzes invoice errors and performs appropriate research to determine root cause(s)
- Researches & resolves billing issues in a timely manner
- Maintain customer records in accordance with policies and procedures ensuring accuracy of all records
- Answers all customer and employee inquiries regarding invoices
- Partners with Cash team to identify and resolve systemic issues related to delayed payments
- Reads and comprehends departmental policies and procedures
- Ensure compliance with company policies and procedures in daily activities
- Work with branches to assist in the backlog of billing issues
- Identify and process credit / debit memos and credit/rebill for product

Qualifications for billing support

- Experience with server side programming using VB / COM
- Experience with Internet Protocols, HTTP / HTTPs
- Knowledge of Medicare, Medicaid, commercial paper and electronic claims processing is a plus
- Knowledge of ICD, CPT, HCPC coding, ability to read EOBs, post payments, refunds is a plus

