



Example of Billing Job Description

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Our innovative and growing company is looking to fill the role of billing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for billing

- Provide support and advice to Business Services Leadership team and Senior Service Provider Manager in relation to volumes consumed
- Accurately perform quantitative business calculations and understands the implications of financial data
- Manage Service Unit of 6-12 service providers to assure customer service goals are met or exceeded by assuring proper alignment of resources and monitoring key service metrics
- Serves as key point of contact for all service related issues for Colonial Life's accounts including from inception and throughout the account's lifecycle
- Reconciling hospital cash received from all sources and prepares it for posting and deposit, ensuring that amounts deposited and amounts posted are in balance
- Applying payments to the hospital A/R system, including those received by checks, EFT, wire transfer, bank lockbox, and credit cards
- Reviewing payment detail and determines amounts to be applied to other hospital A/R systems
- Performing timely application of manual remittance postings
- Reviewing electronic payment transaction detail, making appropriate corrections and approving batches for final posting
- Generating transactions to bill second level payers or patients for balances

Qualifications for billing

- Demonstrates proficiency with MS Excel spreadsheets, including advanced features such as pivot tables, charts and graphs and formulas
- Should be able to perform under business Challenging situations
- The applicant should be minimum a graduate in IT with 3 to 5 years of relevant experience
- Knowledge of insurance companies, billing software and collections processes/procedures required (including payment posting, claims submission, appeals and patient collections)
- Working knowledge of Billing software, such as Sandata, Prohealth
- Bachelor's Degree or Licenciatura in Accounting or Finance required