



Example of Billing Job Description

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Our innovative and growing company is hiring for a billing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for billing

- Generating refund requests for overpayments
- Representing the department and hospital in a professional manner, protecting confidentiality of patient information at all times
- Work and manage relationship with approved agency helping with collection process/resolving disputes
- Own and manage Invoices on Reject/Hold process
- Work with leadership to improve the process controls
- Participate actively in relevant simplification
- Maintain best practices with registration, charge entry, payment posting, and referral and authorization process and enforce point of service collections
- Establish payment plans, if necessary, per office guidelines
- Works with Physician offices to promote optimum patient and staff relationships
- Oversee the quality of registrations and the completion of charge entry and payment posting

Qualifications for billing

- Experience of Order management and Billing processes
- Experienced in query solving and customer liaisons
- Understanding of Revenue recognition / DESIRABLE /
- Experience of working in or with the Public Sector
- Capability to make quick decisions

