



Example of Coordinator Billing Job Description

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Our growing company is hiring for a coordinator billing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator billing

- Establishes Excel-based invoices in client-prescribed formats
- Data Entry of Patient Demographics
- Prepares clean claims for submission to various insurance companies
- Follows up on rejected or denied claims
- Resolves issues with problem accounts
- Make sure claims are processed and paid according to contract
- Answers questions from patients and internal customers
- Prepares and reviews patient statements
- Performs necessary collection actions on accounts
- Payment application, typically 4 - 10 larger payment amounts, each day for UHA, payment application for Hygeia or Medex as needed (larger quantity of small payment application)

Qualifications for coordinator billing

- One year of Billing experience preferred
- High level of self-motivation and the ability to work independently and as a member of a team
- Respond to inquiries related to invoices or payments
- Previous Accounting experience or Accounting degree
- Ability to interact and work with all levels of employees
- Deltek, GCS Premier or Costpoint experience preferred