



Example of Coordinator Billing Job Description

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Our growing company is looking for a coordinator 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 coordinator billing

- Work within several business applications
- Close and balance bill batches and logs
- Handle billing inquiries, client accruals, and account analysis
- Maintain a schedule to perform billing procedures in a timely manner
- Manually update Xytech, VOT and DL3 services and rates
- Research discrepancies and recommend resolutions
- Assist in reporting and auditing
- Communicate with client to discuss billing issues
- Answers patient and insurance companies' phone and correspondence inquiries
- Process client billing

Qualifications for coordinator billing

- Good verbal and written communication skills, good customer service skills
- Experience for global service provider of manufactured products a plus
- Basic knowledge of accounting helpful to the position
- Government T&M invoicing knowledge a plus
- Must have solid computer skills and a minimum of 3 years' previous A/R and billing experience in addition to the educational requirements
- Strong understanding of invoicing practices