



Example of Hospital Billing Job Description

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

Responsibilities for hospital billing

- Prepares scripts and materials performing unit, system and integrated testing tasks
- Reviews OR documentation for completeness and interacts with clinical staff and management for clarification
- Transposes data from OR documentation to billing system
- Enters charges by exception from preference card and specialty charge sheets
- Reconciles billing errors and provides support for systems maintenance/trouble-shooting and report writing
- Assists in managing the needs of the waiting room
- Assists in scheduling faxed surgical procedures and in the verification of surgery schedule
- Assists with answering phones
- Supports change initiatives
- Ensure the timely and effective conduct of audits in accordance with departmental standards

Qualifications for hospital billing

- Resolute Hospital Billing Admin with SBO certification
- Minimum of 5 years of hands on Epic implementation experience
- Experience with multiple implementations is a plus
- 2 years of healthcare account management experience in health insurance claims processing or medical office

