



Example of Manager Billing Job Description

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Our innovative and growing company is looking to fill the role of manager 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 manager billing

- Manage Medicaid transportation functions
- Ensure the timely posting of all remittances to ensure the ability to correct mistakes and rebill, when possible
- Provide monthly LS3s
- Oversee the Finance Department to ensure smooth operations and cash flow projections
- Provide weekly summary of anticipated revenue
- Manage Medicaid transportation functions (eligibility, distribution of Metro cards, reconciliation)
- Ensure smooth operations and cash flow projections with the Finance Department
- Develop AR functions and processes in the business office to ensure maximum workflow and productivity, communicating deficiencies best practices to operations management
- Providing direct financial counseling to patients
- Insurance Verifications, A/R, Pre-Authorizations, patient collections, financial counseling, charge entry

Qualifications for manager billing

- Heavy Excel and quality reporting systems
- Strong communication, must be detail oriented, very organized, able to

- Working with the patients on payment plans for surgical cases
- Reviewing out-of-network insurance verifications and working closely with the providers in establishing fee-for-service
- Certified Professional Coder (CPC) - American Academy of Professional Coders (AAPC) or Certified Coding Specialist - Professional (CCS-P) - American Health Information Management Association (AHIMA)