



## Example of Rep-Billing Job Description

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Our growing company is hiring for a rep-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 rep-billing

- Identifies billing problems and corrects them
- Review, verify and correct Lab orders to ensure accurate and up to date patient demographic and insurance information on HIS, LIS and Billing Systems
- Utilize multiple computer systems to input and source patient billing information (UHHS, AthenaNet, IDX, Soarian, Soft Lab/AR, HARP, OnBase and POS/Virtual Merchant)
- Provide excellent customer service to all internal and external customers while researching and resolving patient billing issues
- Balance out cash drawers
- Collect administrative and financial documents from patients
- Answer phones and screen incoming calls
- Familiarity with Managed Care Contractual Obligations
- Attends all required training classes
- Maintains cooperative and professional relationships with physicians, nurses and office staff

### Qualifications for rep-billing

- The Basic Computer Literacy Assessment score must be current within one (1) year of (contact Local HR Office for testing)
- Proficient with patient accounting and computerized collection systems and use Windows operating system and Microsoft Office Applications (WORD,

- Ability to read, write and perform mathematical computations at a high school level
- Must be able to sit at a computer screen and keyboard for extended periods of time
- Is able to adapt to changes in the work environment, can change approach or method to best fit the situation
- Experience in Commercial Services (B2B) preferred