



Example of Senior Billing Specialist Job Description

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Our growing company is looking to fill the role of senior billing specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior billing specialist

- Work with clients on invoicing queries
- Coordinate with internal partners on billing requests and pricing set up
- Complete monthly manual billing requests and associated reporting
- Maintain and release all-ship-verified claims for all third party claim (commercial or government) accounts within established time frame as assigned Resolve errors and make claim edits assigned in work queues
- Follow work list prioritization of accounts as established by department policies and procedures for resolving accounts and/or submitting claims
Contact payers and patients when necessary for PFS processes
- Handles customer inquiries, and may have full ownership of an inquiry, providing timely customer service support on issues related to billing, order status, deliver, cancelation
- May assist in coaching/mentoring junior peers
- May assist in facilitating team meetings/huddles
- Serve in a backup capacity for invoicing needs
- Update and track daily billing progress using preferred tools

Qualifications for senior billing specialist

- Must understand how the billing process works, and how each component impacts the client's bill
- Must understand how personal actions in the mainframe billing system impact

- Comfortable in using Microsoft suite of tools to perform analysis, create reports and interpret data
- Must work well with others and as an individual to accomplish work
- Has the ability to manage team's performance by ensuring the daily objectives are met