



Example of Senior Billing Specialist Job Description

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

Responsibilities for senior billing specialist

- Performs maintenance in billing systems on the service code level
 - Performs monthly maintenance in US and International Earning Credit Rates (ECR) and Foreign Exchange
 - Designs and run Wellness Reports and other MIS reports as requested by other functions and management
 - Performs daily Direct Transmission Unit (DTU) repair and release in MTS for India, Australia, Hong Kong and Japan branches
 - Manage a high volume of medical claims mainly related to over payments received by insurance companies to ensure timely and accurate funds are returned to the payer
 - The account receivable associate will be responsible for identifying and quantifying trends/issues, developing potential solutions and then effectively communicate them to the appropriate members of the management team along with what the potential impact could be
 - Identify and implement process efficiencies across the dept
 - The associate must have a clear understanding of the intricacies of medical billing encountered in such areas like ambulatory care, physician/provider offices, or professional billing settings
 - Participate in month end close duties to include providing data, analysis, posting journal entries, and AR to GL reconciliation
 - Complete a variety of complex billing duties both manually and electronically to ensure customers are invoiced timely and accurately
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- Strong problem solving and decision making skills, taking into consideration regulations, risk and impact to client
- Bachelor's degree – Finance and Business Preferred
- Experience in a billing or finance role involving either large financial institutions
- Experience in preparing billing and other associated materials for large financial institutions
- The ideal candidate is a self-motivated, confident, processes critical thinking and research skills
- Experience in billing software and tools