



Example of Senior Billing Specialist Job Description

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Our company is looking for a senior billing specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior billing specialist

- Provide representation when needed of the Accounts Receivable area to internal dept.'s external dept.'s, clients, vendors and processors to clearly relay situational occurrences and provide support when needed
- Scan all billing correspondence
- Other accounting duties as assigned by the Controller, which could include accounts payable
- Utilizes multiple system applications to review and update patient billing information
- Serves as subject matter expert and primary go to person for questions from junior level staff
- Assists with the training and creation of process documentation
- In absence of management, may lead work flow efforts
- Participates in or leads payer and/or departmental meetings as needed
- Responsible for providing feedback suggestions and process improvement recommendations to management
- Functions independently to analyze and resolve claims

Qualifications for senior billing specialist

- Requires 3+ years of business experience, including any combination of Ricoh and/or general business
- Knowledge of Medicare, State Medicaid and Commercial insurance product guideline billing requirements

- Ability to follow Texas Tech, State and Federal guidelines in conformity with policies and procedures
- Experience with computers, Microsoft Word and Excel
- Analytical ability to comprehend, interpret and explain complex contract terms