

Billing Operations Manager Job Description

Duties and Responsibilities:

- Supervise and manage all billing processes
- Provide solutions to complex billing issues as they occur
- Initiate and implement logistics in billing functions
- Verify and assess all bills before processing
- Go through purchase orders and vendor payments
- Assess and detect errors in billing processes and make corrections
- Support other personnel and departments in billing processes
- Maintain registration, coding, and batching for billings
- Support and assist audit teams in verifying billing data and bills
- Carry out quality billing procedures and practices
- Help out in implementing the day-to-day functions of the department
- Assure that client or patient information records are appropriately filled
- Write down payments received in appropriate log
- Assist in balancing accounts receivable by verifying computer printouts, running tapes, etc.
- Be willing to prepare and mail statements
- Develop oral and written reports or recommendations concerning accounting to the Administrator
- Play the role of a secretary when directed or necessary
- Assist in standardizing the manners in which work will be accomplished
- Help out in the process of preparing statistical and financial reports as directed
- Utilize and develop computer output and reports
- Assist in the creation and implementation of changes in the accounting system
- Monitor and collect accounts receivables
- Responsible for reporting delinquent accounts to administrator(s)

- Perform assistance functions in preparation of monthly financial statements
- Date or computer processor when directed or as needed
- Data entry on all patients' or clients' refunds and charges
- Perform computer billings, recording, mailing, and collection
- Maintain payment and billing log and complete all crossover billing
- Charged with the duty of completing all Medicare billing forms and backup information required
- Stay in contact with parties involved as to payments due and the status of their accounts.

Billing Operations Manager Requirements – Skills, Knowledge, and Abilities

- Possess High School Diploma or its equivalent as minimum qualification
- Should have, as a minimum, one year of experience in Bookkeeping
- Maintain confidentiality of all patient or clients information
- Have the ability to make independent decisions when circumstances warrant such action
- Must have the ability to deal tactfully with personnel, patients, family members, visitors etc.
- Must be able to use a 10-key calculator and type 45 words per minute
- Must possess the ability to collaborate with non-professional and professional personnel
- Possess the ability to develop, organize, plan, implement, and interpret goal, policies etc.
- Must showcase patience, enthusiasm, cheerful disposition, and enthusiasm
- Must be willing to seek out new principles and methods, and be willing to incorporate them into existing practices
- Must be able to prepare records in a systematic, neat, and legible manner
- Must have excellent knowledge in data entry, output, micro-computers, etc.
- Must have the ability to examine and verify reports and documents.