Billing & Administrative Assistant responsibilities & duties

The Billing & Administrative Assistant position is to assist in managing clerical, financial, billing, charting and communications for Renew Counseling. This includes duties listed below and others that may be assigned.

Billing & Admin. Assistant responsibilities

* Greet clients and gather insurance and other information needed to deliver services and appropriately bill for services rendered.
* Answer incoming calls and assume other receptionist duties when needed to on the team.
* Enter data to track billing and client data so that claims can be processed
* Apply payments and add billing information
* Assisting in tracking client paperwork and consents
* Willingness to learn billing systems including claim submission and payment tracking.
* Generate emails, and reports when appropriate
* Respond to questions and requests for information
* Assist admin. Team with prescriber scheduling.
* Other duties as assigned by supervisor

Billing & Admin. Assistant qualifications and skills

Skills required: previous office management or front office experience a must. Experience in greeting clients, answering phones, organizing office procedures, ordering, entering client data and delivering excellent customer service skills are required. Experience creating invoices and minor accounting experience a plus.

* High School Diploma with experience considered. Training and certification in medical billing preferred.
* Basic knowledge of front desk customer service skills
* Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
* Ability to provide input regarding operating practices to improve efficiency
* Detail oriented and comfortable working in a fast-paced office environment
* Exceptional communication and customer service skills
* Superior organization skills and dedication to completing projects in a timely manner
* Willingness to learn and grow in this position.
* Self-starter and ability to work independently.
* Proficiency with Microsoft but also Apple products.