

**POSITION SUMMARY: MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

The Billing Coordinator must bill all bills dropped into billing system daily unless further clarification is needed. Follow up with departments or medical records for timely filing of bills, verify all bills are downloaded daily, writes SSRs as needed for issues with the billing system, mails all secondary and paper claims daily, follows up on Industrial billing as needed.

**POSITION SUMMARY:**

Education: Must possess a high school diploma or equivalent.

Experience: Desirable characteristics included at least one year of experience in a hospital or medically related environment; must be able to follow directions and to perform work according to department standards when no directions are given, must be emotionally mature.

Skills: Must be able to function under physician and mental stress: good written and verbal communication skills.