



Biller

Role and Responsibilities

Biller Skills

- ▶ Familiar with payer rules and regulations
- ▶ Well-organized
- ▶ Attention to detail
- ▶ Persistent, patient, and diplomatic communicator.



Biller Responsibilities/Duties

- ▶ Compiles and submits claims, patient statements
- ▶ Identifies and resolve billing issues
- ▶ Post insurance and patient payments
- ▶ Reviews past-due accounts
- ▶ Submits appeals
- ▶ Resolves claim denials
- ▶ Interprets payer notices and responses.