A healthcare biller, also known as a medical billing specialist, is **responsible for managing the process of submitting medical claims to insurance companies on behalf of healthcare providers, ensuring accurate patient billing, tracking claim statuses, following up on unpaid claims, and collecting payments from patients and insurance companies, all while adhering to healthcare regulations and coding guidelines**; requiring strong attention to detail, excellent communication skills, and proficiency with billing software and electronic medical records systems. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/), [5](https://www.hopechc.org/wp-content/uploads/2020/01/Medical-Billing-and-Collection-Specialist-Job-Description.pdf#:~:text=JOB%20SUMMARY:%20The%20medical%20billing%20and%20collection,for%20the%20utmost%20efficient%20processing%20of%20claims.)]

**Key responsibilities of a healthcare biller: [**[**1**](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/)**,** [**2**](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do)**,** [**3**](https://www.betterteam.com/medical-biller-job-description)**]**

* **Claim submission:** Prepare and submit electronic or paper medical claims to insurance companies, including accurate patient demographics, diagnosis codes (ICD-10), procedure codes (CPT), and billing details. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description)]
* **Patient verification:** Verify patient insurance eligibility, benefits, and coverage before billing. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [6](https://www.indeed.com/hire/job-description/billing-specialist)]
* **Coding accuracy:** Review medical records to ensure proper coding of diagnoses and procedures, adhering to coding guidelines. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [7](https://www.allalliedhealthschools.com/medical-billing-coding/medical-billing-coding-job-description/)]
* **Claim tracking:** Monitor the status of submitted claims, follow up with insurance companies regarding claim denials or delays, and initiate appeals when necessary. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description)]
* **Patient billing:** Generate patient invoices for outstanding balances after insurance payments, and communicate with patients regarding payment options and billing inquiries. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description)]
* **Payment posting:** Record received payments from insurance companies and patients accurately onto patient accounts. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]
* **Account receivable management:** Identify and resolve billing discrepancies, manage delinquent accounts, and work with collection agencies when necessary. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [8](https://hiring.monster.com/resources/job-descriptions/healthcare-support/medical-billing-clerk/#:~:text=Generates%20revenue%20by%20making%20payment%20arrangements%2C%20collecting,legal%20remedies%2C%20and%20testifies%20in%20court%20cases.)]
* **Compliance:** Stay updated on healthcare regulations, HIPAA guidelines, and coding changes to ensure accurate billing practices. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/), [5](https://www.hopechc.org/wp-content/uploads/2020/01/Medical-Billing-and-Collection-Specialist-Job-Description.pdf#:~:text=JOB%20SUMMARY:%20The%20medical%20billing%20and%20collection,for%20the%20utmost%20efficient%20processing%20of%20claims.)]
* **Communication:** Collaborate with healthcare providers, medical coders, insurance companies, and patients to address billing issues and clarify information. [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [7](https://www.allalliedhealthschools.com/medical-billing-coding/medical-billing-coding-job-description/)]

**Required skills for a healthcare biller: [**[**1**](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/)**,** [**3**](https://www.betterteam.com/medical-biller-job-description)**,** [**9**](https://glider.ai/blog/medical-biller-job-description/#:~:text=Coding%20and%20Documentation:%20Assign%20appropriate%20medical%20codes,compliance%20with%20coding%20guidelines%20and%20regulatory%20requirements.)**]**

* **Medical coding knowledge:** Thorough understanding of ICD-10, CPT, and HCPCS coding systems [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [9](https://glider.ai/blog/medical-biller-job-description/#:~:text=Coding%20and%20Documentation:%20Assign%20appropriate%20medical%20codes,compliance%20with%20coding%20guidelines%20and%20regulatory%20requirements.)]
* **Billing software proficiency:** Expertise in using electronic health records (EHR) and billing software applications [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]
* **Attention to detail:** Ability to accurately review medical records and billing data to prevent errors [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]
* **Communication skills:** Effective written and verbal communication to interact with patients, insurance companies, and healthcare providers [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]
* **Analytical skills:** Ability to identify billing discrepancies, analyze claim denials, and develop strategies for resolution [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [5](https://www.hopechc.org/wp-content/uploads/2020/01/Medical-Billing-and-Collection-Specialist-Job-Description.pdf#:~:text=JOB%20SUMMARY:%20The%20medical%20billing%20and%20collection,for%20the%20utmost%20efficient%20processing%20of%20claims.)]
* **Problem-solving abilities:** Efficiently troubleshoot billing issues and find solutions to complex situations [[1](https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/), [3](https://www.betterteam.com/medical-biller-job-description), [10](https://www.devry.edu/blog/medical-billing-specialist-job-overview.html)]

Work environment: [[2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]

Healthcare billers typically work in physician offices, hospitals, clinics, or other healthcare facilities, often in an office setting with computer-based tasks. [[2](https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do), [3](https://www.betterteam.com/medical-biller-job-description), [4](https://www.4cornerresources.com/job-descriptions/medical-biller/)]

*Generative AI is experimental.*

[1] <https://www.careerstep.com/blog/education/medical-billing-coding-job-duties-requirements-pay/>

[2] <https://www.indeed.com/career-advice/careers/what-does-a-medical-biller-do>

[3] <https://www.betterteam.com/medical-biller-job-description>

[4] <https://www.4cornerresources.com/job-descriptions/medical-biller/>

[5] [https://www.hopechc.org/wp-content/uploads/2020/01/Medical-Billing-and-Collection-Specialist-Job-Description.pdf](https://www.hopechc.org/wp-content/uploads/2020/01/Medical-Billing-and-Collection-Specialist-Job-Description.pdf#:~:text=JOB%20SUMMARY:%20The%20medical%20billing%20and%20collection,for%20the%20utmost%20efficient%20processing%20of%20claims.)

[6] <https://www.indeed.com/hire/job-description/billing-specialist>

[7] <https://www.allalliedhealthschools.com/medical-billing-coding/medical-billing-coding-job-description/>

[8] [https://hiring.monster.com/resources/job-descriptions/healthcare-support/medical-billing-clerk/](https://hiring.monster.com/resources/job-descriptions/healthcare-support/medical-billing-clerk/#:~:text=Generates%20revenue%20by%20making%20payment%20arrangements%2C%20collecting,legal%20remedies%2C%20and%20testifies%20in%20court%20cases.)

[9] [https://glider.ai/blog/medical-biller-job-description/](https://glider.ai/blog/medical-biller-job-description/#:~:text=Coding%20and%20Documentation:%20Assign%20appropriate%20medical%20codes,compliance%20with%20coding%20guidelines%20and%20regulatory%20requirements.)

[10] <https://www.devry.edu/blog/medical-billing-specialist-job-overview.html>