

POSITION OVERVIEW

Job Title: Billing Clerk
Business Title: Billing Clerk
Job Code: BILLCLERK
FLSA Status: Non exempt
Department: RCM
Reports to: Pateint Experience Team
Location: Austin, TX
Draft Date: 6/1/2026
Revision Date: 6/2/2026
Approved By: John Killian
Role: Choose an item.

POSITION SUMMARY

Radiology Partners is seeking a Billing Clerk to perform administrative and billing support, clerical and data processing tasks of a routine but varied nature in conjunction with moderate but proficient computer skills. Must be proficient in typing, possess the ability to operate computer, copy/scanner/fax machine and calculator; Strong, professional and courteous interpersonal and communication skills. Knowledge of medical insurance preferred. Works with management to identify issues and opportunities for improvement in demographic process.

POSITION DUTIES AND RESPONSIBILITIES

- Assists revenue cycle management and teams with administrative and clerical support
- Supports general healthcare billing and collections functions
- Types and distributes correspondence in a professional manner
- Maintains and regularly updates spreadsheets/databases as needed
- Timely assembly of documentation for billing, appeals and reporting as needed
- Uses office equipment to complete tasks, i.e. copies, computer, scanning, fax machine, telephone
- Documents interaction with clients, with special emphasis on gathering information on issues or concerns
- Maintains confidentiality of all patient information and is sensitive to confidential matters when interacting with patients and their family members. Follows all HIPAA and patient privacy regulations
- May be required to research resources to troubleshoot patient needs
- Performs other related duties as assigned or requested by any member of leadership
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of healthcare reimbursement, commercial and government payors
- Excellent communication and problem-solving skills
- Detail-oriented and demonstrates a high degree of accuracy when performing data entry
- Proficient computer skills and basic knowledge of Microsoft Office Suite
- Self-starter and strong organizational skills; can initiate and perform tasks without continuous direction

REQUIRED QUALIFICATIONS

- High school diploma and some college preferred
- 1+ years of previous office experience, in a medical setting preferred, including data entry and typing
- Notary certification
- Any equivalent combination of education and experience

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly



Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date