

POSITION OVERVIEW

Job Title: Contract Billing Analyst
Business Title: *Contract Billing Analyst*
Job Code: CTRBILLSPEC
FLSA Status: Non Exempt
Department: RCM Contract Billing
Reports to: RCM Supervisor/Manager
Location: Remote
Draft Date: 06/23/2026
Revision Date: 6/23/2026
Approved By: Oscar Montes
Role: Individual Contributor

POSITION SUMMARY

The Contract Billing Analyst is responsible for reviewing, billing, and following up on Direct Bill invoices for RP clients. This role partners closely with clients to ensure timely and accurate payment collection while providing exceptional customer service. The analyst collaborates with analytics teams to monitor outstanding inventory, address aging accounts, and support special projects, audits, and process improvement initiatives.

POSITION DUTIES AND RESPONSIBILITIES

- *Manage relationships with client billing contacts and server as primary point of contact for questions*
- *Ability to analyze accounts and determine next appropriate action for account resolution*
- *Ability to generate and bill invoices timely*
- *Collaborate with management to reduce aging of accounts by providing verbal and written communication.*
- *Ensure inquiries from client representatives are addressed promptly and professionally*
- *Responsible for reviewing key Contract billing metrics and working with team to improve results*
- *Draft letters or contact clients directly as needed*
- *Document processes and policies for the Contract Billing function*
- *Manage multiple clients at once*
- *Lead the planning and coordination of meetings with clients as needed*
- *Assist in month end reconciliation activities*
- *Responsible for assisting in client/practice-initiated project audits and project-specific contract audits as needed.*
- *Reviewing client/practice contract terms and conditions*
- *Reviewing contracts to prevent potential disputes and financial risks*
- *Performs other duties as assigned.*

KNOWLEDGE, SKILLS, AND ABILITIES

- *Strong organizational skills with an ability to effectively manage large amounts of detailed information and multitask on several projects simultaneously*
- *Excellent verbal and written communication skills including letters, memos, and emails*
- *A keen eye for detail*
- *Good time-management skills*
- *Strong analytical and problem-solving skills*

- Ability to work independently with minimal supervision
Advanced use of Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and internet resources
- Knowledge and ability to read and comprehend payer/client contracts

REQUIRED QUALIFICATIONS

- Education (High School Diploma or greater degree in related field)
- At least two (3) years revenue cycle experience with an emphasis on accounts receivable and/or client billing processes required or industry expertise.
- RCM Billing system knowledge

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Education in a certain field or a degree beyond the required qualifications, if applicable
- Experience in a certain field, with certain technologies, or beyond the required qualifications, if applicable
- Specific certifications, licenses, or other credentials that are beyond the required qualifications, if applicable

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