

**Billing Specialist**  
**University at Buffalo, The State University of New York**

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Posted Feb. 16, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Billing Specialist
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48169">https://www.ubjobs.buffalo.edu/postings/48169</a>

**Apply By Email**

**Job Description**

The School of Dental Medicine seeks candidates to fill a full-time UBF funded Billing Specialist position for a busy dental clinic in an educational setting. The incumbent will perform the following duties:

- Submission of claims, conduct follow-up and pre-authorization submissions
- Provide patient customer service which includes answering patient phone calls regarding billing questions and processing credit card payments
- Process financial transactions
- Support to dental students with billing policies

**Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

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Visit our UBF benefits website to learn about our [benefit packages](#).

**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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