

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

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

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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