



KINGHEALTHCARE

<https://kinghealthcare.co.uk/job/billing-officer/>

Billing Officer

Description

Billing Officer

Location: Central London

Hours: 37.5 hours per week

Department: Finance

Salary: £25,000 – £30,000

About the Role

This private healthcare group are seeking a highly organised and detail-oriented Billing Officer to join their Finance team. This is an excellent opportunity for an experienced healthcare administrator or billing professional to play a key role in ensuring the accurate and timely billing of patient services, supporting both exceptional patient experiences and effective revenue management.

Working closely with consultants, patients, insurers, secretaries and internal stakeholders, you will be responsible for accurately coding diagnoses and procedures, preparing and submitting claims, maintaining billing records, resolving queries and ensuring all revenue is captured and allocated appropriately.

Key Responsibilities

As a Billing Officer, you will:

- Accurately assign diagnosis and procedure codes in line with current coding standards and billing guidelines.
- Prepare and submit insurance, third-party and patient invoices.
- Submit electronic and paper claims within agreed timescales.
- Maintain daily charge entry and billing records.
- Apply contractual and other billing adjustments where required.
- Monitor claim submissions and ensure successful receipt and processing.
- Investigate, correct and resubmit rejected claims promptly.
- Liaise with insurers to ensure timely processing and payment of claims.
- Generate patient statements and respond to billing enquiries professionally and efficiently.
- Ensure all procedures, supplies and services are accurately captured and billed.
- Maintain accurate patient account records and billing notes.
- Support audits, credit balance reviews and refund processes.
- Identify opportunities to improve processes, procedures and systems.
- Act as an ambassador for the healthcare group, delivering excellent service to patients, consultants and external partners.

Hiring organization

King Healthcare

Employment Type

Full-time

Industry

Private Hospital

Job Location

London

Base Salary

£ 25,000 - £ 30,000

- Promote best practice and maximise the effective use of billing and finance systems.

About You

You will be a proactive and collaborative team player with excellent attention to detail and a strong commitment to customer service. You will be comfortable working to deadlines, managing competing priorities and solving problems in a fast-paced healthcare environment.

Essential Skills & Experience

- Minimum of 1 year's experience in private healthcare billing.
- Previous administrative experience within a healthcare setting.
- Strong communication and interpersonal skills.
- Excellent attention to detail and accuracy.
- Strong organisational and problem-solving abilities.
- Ability to work independently and as part of a team.
- Good IT skills, including Microsoft Excel.
- Customer-focused approach with a commitment to delivering excellent service.

Desirable

- Experience using Clinic Office, Compucare, Lumeon or similar healthcare systems.
- Understanding of private medical insurance billing processes and revenue cycle management.

As part of the Finance team, you will play an important role in supporting the patient journey while working within a collaborative, professional and growing organisation.

If you have healthcare billing experience, private healthcare admin / invoicing / medical secretary experience, excellent attention to detail and a passion for delivering outstanding service, we would love to hear from you. Please get in touch with Becky at King Healthcare on 07912074756 and email your cv to becky@kinghealthcare.co.uk