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# Example of Insurance Supervisor Job Description

Our growing company is searching for experienced candidates for the position of insurance supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for insurance supervisor

* Plans, develops, organizes, and supervises all staff in daily operations of working payments, denials, correspondence and credit balances as appropriate
* Monitors A/R by reviewing all payer account listing logs averaging from $30 million to $100 million per team, ensuring all accounts reaching days in A/R over 60, 90 and 150 are processed, and identifies barriers causing delay in payment
* Monitors all accounts pending DNFB and ANSB on a weekly basis ensuring timely billing per payer requirements and Federal Regulations
* Establishes and maintains working relationship with all payers, staying in constant communication with provider representatives/contract managers, ensuring contract language is followed, and if not, appropriate action is taken with contract management
* Monitors all department changes/updates to ensure communication with team by holding weekly meetings including any continuing education that might be needed
* Accountable for patient satisfaction and employee engagement scores, meeting goals set by Florida Hospital and PA/PFS department
* Monitors all employees ensuring compliance with HIPAA and all other Federal Regulations are followed
* Five (5) years’ experience (including two years supervisory experience) in Patient Access/Patient Financial Services Department or related area (registration, finance, collections, customer service, medical office, or contract management)
* Four (4) year college degree (business, healthcare or health services administration, health information management, communications, finance, accounting, public administration, human resources, management, or marketing)
* Supervise a team primarily comprised of non-exempt employees or contingent workforce with well-defined, limited scope, including directing daily work activities/priorities, time tracking, people recruitment and development, cost management and workforce planning

## Qualifications for insurance supervisor

* Ability to lift 5lb ream of paper
* Should be able to handle reports on excel, PPT, Viso
* Knowledge of department's business, organizational structure, systems, office equipment, and Company/department policies and procedures as normally obtained through an associate's degree or equivalent plus minimum of 5 years of progressively responsible related work experience
* Minimum 3 years multi-line experience required
* Licensed professional
* 1-3 years of supervisory experience preferred in an insurance/claims or health care environment