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# Example of Insurance Supervisor Job Description

Our innovative and growing company is hiring for an insurance supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for insurance supervisor

* Supervises and performs follow up activities in a timely manner with all collectors on all accounts to ensure prompt payment from all payers
* Supervises/monitors the flow of work in the collectors and reassigns workload demands
* Maintains daily review of collector’s queues on desktop so queues remain in a current status based on Best Practice requirements
* Tracks and trends denials from EOBs and communicates it in a timely manner with CBO Director/Assistant Director
* Maintains monthly rebill and denial logs for each center, identifies trends, documents actions taken and communicates it in a timely manner with CBO Director/Assistant Director
* Reviews filing and follow-up on insurance denials for all collectors to assure appeals are completed within 24-48 hours from the receipt of the necessary documentation
* Assists in identifying carrier guidelines and where and how to find them
* Notifies Director/Asst
* Completes 20 account reviews per month for each center
* Responsible for supervision of all collectors in achieving and maintaining accounts receivable days at the established ASD goal

## Qualifications for insurance supervisor

* Ability to motivate, resolve conflict, coach and develop team members
* Able to develop department standards and manage accordingly
* Remain flexible and adapt to changing regulations
* 5 years' experience and excellent working knowledge of payer regulations including Medicaid, Medicare, Federal & State Funded programs and thorough understanding of Managed Care contracted plans
* Demonstrated success with building and guiding a team to develop and monitor collection processes to meet organization goals and objectives required
* Understanding of insurance claims processing including ICS-9, CPT, and HCPC codes