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# Example of Provider Supervisor Job Description

Our growing company is hiring for a provider supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for provider supervisor

* Monitor staff performance, recognize achievements, and follow up on areas of deficiency
* Educates PEC specialists on updates and system changes to ensure synchronized process of data and documentation to meet regulatory guidelines and standards
* Evaluating employee assets (computer, headsets, chairs, ) for availability, functionality and effectiveness
* Advises on the development of critical corporate guidelines and best practices working closely with credentialing processing centers
* Identify and communicate all concerns regarding enrollment and credentialing, including barriers that prevent timely completion
* Assist in preparation for state and federal audits, responding to auditor’s inquiries and preparing responses to findings working closely with the lead coordinator
* Conduct quarterly, semi-annual, and annual credentialing reviews and prepare reports for Director of AR and governance meeting
* Establish high performance goals that are measurable and hold team accountable
* Bring together joint initiatives around internal/external departmental boundaries and facilitate shared ideas to ensure successful outcomes
* Manage multiple projects under tight deadlines

## Qualifications for provider supervisor

* Database management, design, and quality improvement experience is also desired
* Works closely with revenue cycle leadership to ensure excellence in enrollment/credentialing activities
* High School Diploma or higher level education
* 3 year management experience leading credentialing and enrollment in managed care, work comp, and governmental plans for multiple states required, including Medicare and Medicaid required
* 3 year revenue cycle experience required
* Current Certified Provider Credentialing Specialist (CPCS) preferred