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# Example of Provider Supervisor Job Description

Our growing company is looking for a provider 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 provider supervisor

* Monitors and maintains staff productivity and acts as a key resource to internal quality improvement areas and constituents
* Provides and coordinates staff training for maximum performance and provides developmental opportunities
* Responsible for communication to staff of established policies, procedure and changes as they occur
* Encourages collaboration and mentors other staff members and serves as team leader
* Contribute to the development of annual department strategic planning and goals
* Assists in ongoing training initiatives for all Team Members
* Functions as technical expert for their team
* Prepare employee performance reviews
* Record and maintain statistics for staff and the department
* Work in conjunction with other management to allocate and adjust team resources as daily needs require

## Qualifications for provider supervisor

* Strong written, phone, and verbal communication skills, proven ability to communicate with physicians, APPs, and leadership
* Perform annual evaluations for direct reports with development goals and coaching as needed
* Ability to interview, hire, and fire
* Stay abreast of industry changes in healthcare, including enrollment and credentialing
* Knowledge of and adherence of HIPAA regulations and guidelines
* 2+ years’ experience with claims processing systems such as COSMOS, UNET