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# Example of Supervisor Billing Job Description

Our company is growing rapidly and is looking for a supervisor billing. 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 supervisor billing

* Trains and orients new and existing staff members on updated and new departmental policies and procedures
* Provides support and guidance to Group Leaders
* Perform quality assurance checks and monitors productivity
* Monitors staff productivity and quality of work
* Supervises the insurance verification and authorization process to ensure that accurate and complete insurance information is obtained for timely billing and collection
* Ensures that PSAs verify insurance/address information and obtain pre-authorizations for billing purposes and initiates appropriate procedures to maintain accurate patient/insurance records including correction and updating of demographic, insurance information and verification
* Conducts daily audits of registrations and admissions to ensure that demographic, insurance and physician information, other related registration information obtained is accurate, and entered into computer system correctly
* Supervises the performance of general office duties
* Responsible to ensure adequate staff coverage and supplies
* Makes decisions to facilitate workflow

## Qualifications for supervisor billing

* Maintain a high level of professionalism while working with internal Shred-it partners
* Proficient with computer systems and utilize Shred-it’s computer system to maintain a current database of accounts
* Must be accountable and be able to work with minimal supervision
* Be able to work within time lines
* Must be results orientated
* Must be able to quickly learn and grasp new tasks, ideas and processes