



Example of Billing Supervisor Job Description

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Our growing company is looking to fill the role of billing supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for billing supervisor

- Supervises team to deliver appropriate solutions to achieve objectives that provide a recommendable customer experience while protecting the company, shareholders, and customers
- Ensure that team meets all corporate mandated training requirements (compliance, safety)
- Responsible for the financial assistance program
- Accomplish billing resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees
- Meet billing operational standards by measuring and reporting billing performance vs
- Meet billing financial standards by providing annual billing budget information
- Enhance profile of the Billing team within operations from a billing support role to a business partnership role where we can efficiently produce invoices within a 24hr to 48hr timeline with no issues
- Provides primary input to hiring
- Acts as the primary escalation point
- Often serves in a consultant or advisory capacity

Qualifications for billing supervisor

- 3+ years Medical Billing Supervisory experience
- Preferred College Degree preferred

- Experience working in a fast paced customer support environment requiring telephone, e-mail, or face-to-face interaction
- Review performance data for Billing team and speak to issues/concerns
- Review performance to metrics