



Example of Manager Billing Job Description

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Our growing company is looking to fill the role of manager billing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manager billing

- Monitors payer communications and responses to identify trends for process improvements, department education or Relay Assurance edits and bridge routines
- Review each staff member's productivity on a monthly basis and perform annual evaluations
- Monitor accounts receivables, and analyze denials and claims rejections reimbursements in order to maximize collection
- Sets department objectives and performance goals
- Detail oriented and works to ensure that bills are accurate and complete
- Collaborates with the IT & Engineering departments to design, improve and implement effective processes
- Manages actions related to delinquent accounts and minimizes write-offs
- Develops operational and volume metrics and analyzes them on a monthly basis
- Reviews receivables aging and takes actions to drive down Days Outstanding
- Ensures procedural requirements are followed and ethical standards for the follow-up of overdue accounts are maintained

Qualifications for manager billing

- Customer interface experience (face-to-face)
- Excellent ability to analyze, research, and recommend solution (each of the solutions being customized)
- Strong, autonomous & team work attributes

- 5+ years of business office/medical billing management experience in family/internal medicine, health centers
- Experience with development of policies and procedures, revenue cycle reporting/monitoring, staff development and training