



Example of Medical Billing Manager Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for medical billing manager

- Supervise, train and mentor the Billing Team
- Oversees, evaluates, and monitors on-the-job performance of staff responsible for medical collections
- Track clients' AR productivity (charge, payments, collections, adjustments) on a daily, weekly and/or monthly basis
- Supports the company's objective of efficiently and effectively providing management with oversight of the revenue cycle process
- Supervising a team of collection representatives, establishing performance goals, providing focus and performance reviews, and supporting team and individual employee development
- Setting objectives and prioritizes for the team, assigning tasks and ensuring quality of team member's work
- Assist in monitoring the quality of the credit portfolio and identifying sources of increased or decreased credit quality
- Reporting to key stakeholders on the performance of the team vs
- Demonstrate strong leadership skills through training, supervision, coaching and mentoring of others
- Identify problem areas or situations, evaluate root cause, and take appropriate action to resolve issues

Qualifications for medical billing manager

- Monitors company procedures, templates and code usage, and claims

- Minimum of six months' experience in an associate service delivery manager role or one year of experience in outside account management or service delivery
- Proven experience leading, managing and developing a team
- Exhibit flexibility and creativity in identifying and implementing process improvements
- Strong oral and written communication skills and knowledge in MS Excel and PowerPoint