



Example of Medical Billing Manager Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a medical billing manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical billing manager

- Reconcile billings with accounts receivable ledger
- Demonstrate continuous efforts to improve operations
- Must have experience working with ICD-10 Coding and HCPCS
- Reconcile bank statements monthly
- Track data trending for practice revenue, provider production, appointments
- Lead a multidisciplinary team to support Defense Health Agency (DHA)'s Strategy Management Directorate (J-5)
- Comprehensive oversight of personnel, project management, inventory control, audit activity, vendor relations, financial goals, and operational effectiveness
- Assures compliance to BCBSMA guidelines, policy and procedures for each recovery project/audit and provider/account/member interaction
- Aligns strategic business planning with corporate initiatives and influences executive level decision-making
- Serves as a trusted advisor for changes to policies, documented guidelines, and system edits that improve efficiencies

Qualifications for medical billing manager

- AA / BA degree
- CPC Coder a plus, not required
- Radiation/Oncology experience a plus
- Accomplishes objectives by establishing plans and results measurements
- Ensure employee's follow the organization's policies and procedures

