



# Example of Medical Billing Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of medical billing manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical billing manager

- Attends monthly Billing Center/Division meeting conference calls and reports on status of under and over allowed claims
- Other duties as assigned by VP of Billing Center
- Interfaces with provider leaders, resolves conflicts and develops proactive approaches for future interventions
- Leads communications with relevant stakeholders on emerging issues/trends and assesses levels of risk
- Coaches/counsels direct reports to maximize performance, job progression, and leads positive change
- Sets the bar for performance metrics, measures, and productivity standards
- Provides leadership and navigation through business challenges using sound judgement
- Accountable for overseeing activity to address existing & emerging issues/trends and keeps relevant stakeholders informed of assessed levels of risk
- Recommends and executes initiatives to enhance current programs, develop new programs, or shorten process cycle time and to meet or exceed productivity goals
- Works closely with corporate business partners to meet deadlines and ensure proper execute on strategy

## Qualifications for medical billing manager

- Knowledge of rules and regulations as relating to submission of Medicare and Insurance claims
- Knowledge of record retention requirements related to HIPAA
- Customer service focused and professional attitude
- Ability to solve problems, prioritize and multi-task in a deadline driven environment
- Ability to work outside core business hours as needed