



# Example of Medical Billing Manager Job Description

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Our company is growing rapidly and 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

- Promotes innovation solutions and pursues new opportunities for cost avoidance savings that contribute to the company's annual financial and service targets
- Meets deadlines and commitments by tightly managing deliverables, coordinating matrixed inputs and ensuring all tasks are performed to bring projects to timely closure
- Represents department by leading cross functional workgroups and sponsors projects as needed
- Manages daily operating activities of assigned collection units and makes necessary adjustments in work assignments
- Establishes and implements a system for the collection of delinquent accounts
- Solves difficult payment and associated business office issues
- Resolves problems relating to the collection of outstanding balances
- Reviews and processes adjustments, refunds, transfers, and returned checks for administrative approval
- Ensures timeliness and accuracy of data, cash deposits, payment postings, and prompt mailing of invoices, statements, insurance claims, and collection letters in accordance with hospital policies
- Clearly documents issues and resolution, documents AR issues/status for client presentation

## Qualifications for medical billing manager

- High level of proficiency with PC based software programs, including Microsoft Office Excel
- At least two years of successful experience in healthcare billing, customer accounts or insurance claims
- 2 to 3 years previous supervisory experience required
- Post high school education may be considered instead of supervisory experience
- Professional level of knowledge in account, business management, or like fields, which is equivalent to that which would be acquired by completing a two year college program