



# Example of Medical Billing Manager Job Description

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

## Responsibilities for medical billing manager

- Perform audits for laboratory billing compliance by reviewing medical record documentation for documentation compliance for billed CPT, Level II HCPCS and ICD-10 diagnosis codes
- Work collaboratively with appropriate personnel to identify and recommend strategies for process improvement and to develop and draft billing and coding policies
- Participates in client workgroups, if needed, to address AR issues
- Maintains a schedule of client meetings either monthly or quarterly depending on the size and scope of client
- Professionally interacts with clients and patient to resolve questions and concerns
- Delivers timely required reports to the Director of Operations
- Identifies and provides timely resolution of process issues
- Stay current with company's policies and procedures regarding AR activity such as, reviewing month end reports to guarantee the AR is below 20% over 90 days, identifying trends
- Hires, retains mentors and manages staff to achieve organizational goals
- Meets regularly with staff

## Qualifications for medical billing manager

- Must be a self- started and demonstrate the ability to work independently by making appropriate decisions according to the organizational and departmental guidelines that fall within the scope of the position

- Experience with insurance company billing guidelines for dermatology a plus
- Understanding of insurance company credentialing process a plus
- Knowledge of Accounting principles and system reporting
- Professional communication and management skills