



Example of Medical Billing Supervisor Job Description

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

Responsibilities for medical billing supervisor

- Identifies, objectively assesses and mitigates and resolves employee performance and behavioral issues promptly
- Objectively assesses issues between employees and engages Human Resources as need to resolve
- Trains and orients new staff members within the RCM Department
- Develops effective production plans that maximize team performance
- Manages the performance (attendance, reviews,) and mentors (leads by example, GEMBA's,) all team members to facilitate a positive and engaging work environment
- Develops and/ or contributes to the development of production standards and standard operating procedures (SOPs) for assigned process responsibilities as needed
- Trouble shoots and researches process/ payer issues for leadership as needed
- Maintains timely updates for inventory logs and ensures turnaround times established for the department are met
- Gathers, prepares and inputs data for financial/ departmental reports
- Assesses employee performance via data analysis and direct engagement and promptly determines and implements next actions to achieve optimal performance

Qualifications for medical billing supervisor

- Minimum of 2 years of medical facility patient contact or customer service

- Ability to excel with change
- Ability to motivate others in a positive manner
- Exceptional human relations skills, effective oral, listening, and written communication skills
- Respond in a timely manner to concerns and requests from others