



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

- Serves as the SME and go to person for all coding and billing processes
- Plans and directs patient insurance documentation, workload coding, billing and collections, and data processing to ensure accurate billing and efficient account collection
- Analyze billing and claims for accuracy and completeness
- Maintains contacts with other departments to obtain and analyze additional patient information to document and process billings
- Prepares and analyzes accounts receivable reports, and weekly and monthly financial reports in concert with the Business Office Director
- Collects and compiles accurate statistical reports
- Audits current procedures to monitor and improve efficiency of billing and collections operations
- Ensures that the activities of the billing operations are conducted in a manner that is consistent with overall department protocol, and are in compliance with Federal, State, and payer regulations, guidelines, and requirements
- Participates in the development and implementation of operating policies and procedures
- Reviews and interprets operational data to assess need for procedural revisions and enhancements

Qualifications for medical billing supervisor

- Ability to foster an independent work team culture

- Ability to effectively & efficiently work in a fast paced environment with a high volume of activity
- Strong attention to detail with excellent organizational/time management skills and multi-tasking ability
- Strong Excel working experience
- Excellent computer and/or keyboarding skills