



Example of Medical Billing Supervisor Job Description

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

Responsibilities for medical billing supervisor

- Analyzes trends impacting charges, coding, collection, and accounts receivable and take appropriate action to realign staff and revise policies and procedures
- Keep up to date with carrier rule changes and distribute the information within the Division
- Understands and remains updated with current coding and billing regulations and compliance requirements
- Supervises billing office personnel, which includes work allocation, training, and being available for staff needs
- Provides, oversees, and/or coordinates the provision of training for new and existing billing staff on policies, procedures
- Assist the Business Office Manager with establishing Business Office policies and procedures
- Provides direct supervision to department staff and of the billing and collection of all third party payor claims
- Monitoring of third party payor contract compliance through random audits and quarterly contract reporting
- Creates and prepares detailed monthly reporting of the Accounts Receivables for each company and other statistical reports assigned
- Creates and prepares detailed monthly reporting of the teams productivity, assigned duties, and accomplishments

Qualifications for medical billing supervisor

- Understanding of the billing systems LCBS, LCLS, Document Direct
- At least two (2) years experience in healthcare business office environment preferred
- Experience in claims and coding a plus
- Ensures that all employees within the department have received the proper level of training necessary to do their job efficiently
- Reconciles and reviews collections on a daily basis