



Example of Medical Billing Supervisor Job Description

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Our growing company is looking to fill the role of medical billing supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for medical billing supervisor

- Monitoring of federal and state insurance regulations and communication of changes to operations and office staff
- Meets monthly with operations leadership team to provide business updates pertaining to insurance carriers updates and in-house discrepancies that can affect the account receivable for the companies involved
- Hires, supervises, and evaluates the Billing Account Rep, Team Leads ensuring proper training, resource allocation, and on-going staff development
- Maintain and foster a positive work environment using the team concept of cross-training each employee in many areas of job functions within the department
- Working collaboratively with the medical staff team members to insure the medical providers and groups are properly credentialed with the contracted insurance carriers affiliated with each group
- Reconciliation of department invoices that are payable to outside vendors doing business with this specific department or any of the companies assigned to this position
- Delivers timely required reports to the RCM Manager
- Provide training and mentoring to staff
- Analyze reports to determine when, how and why decrease in clients' AR
- Analyze and address staff performance, conduct and other problems in a timely and professional manner

Qualifications for medical billing supervisor

- Previous medical billing experience or accounts receivable experience
- Reconciles and reviews claims processed on a daily basis
- Bachelor's Degree in related field preferred, or have an educational equivalency
- Supervisory experience managing a mid to large group, , 6 or more non-exempt (hourly) team members and/or minimum of 2 years of leadership experience
- 5+ years of Medical Billing or related experience within the healthcare industry required