



Example of Medical Billing Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of medical billing supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical billing supervisor

- Under the managerial oversight of the department manager, plans, sets goals and objectives, determines priorities, monitors results and oversees the overall AR and staffing responsibilities of the department
- Assists in the review and updates of policies and procedures
- Assists in the oversight of training and education efforts of the department
- Provides input in regard to selecting, hiring, and training of staff
- Oversees day to day internal staff auditing and production
- Mentors PB, HB Billing, A/R staff
- Assists the manager in developing new workflows and department strategies for new technology, changing payer and regulatory environments
- Provides colleague skill and knowledge training, orientation and education, including
- Manages and supervises the Denials Resolution Analysts in the functions of reviewing invoices containing claim denials
- Monitor ETM Daily PIT reports to ensure assigned invoices are being properly assigned, reviewed and resolved

Qualifications for medical billing supervisor

- Knowledge of professional medical billing and collection practices
- Strong computer skills, including advanced experience with Excel
- Your compensation is a combination of base salary and bonus potential

- Developing initiatives to correct systemic issues (internally or externally) that delay claims payment
- Writes and analyzes reports from Impromptu to pinpoint carriers with slow payment turnaround time