



# Example of Provider Supervisor Job Description

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Our company is searching for experienced candidates for the position of provider supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for provider supervisor

- Ensure all employees within the assigned team(s) understand and comply with the Code of Business Conduct and all applicable company policies and procedures, local, state and federal laws and regulations
- Supervises/directs daily operations of subordinates to complete assignments using established guidelines, procedures and policies (to include management of staff attendance, time cards, time off requests, dress code policy )
- Develop innovative strategies and initiatives to maximize staff productivity and reduce/eliminate waste
- Decisions have direct impact on work unit operations
- Supervises and develops provider outreach staff
- Hires/motivates, and evaluates a diverse group of professionals to assure the effectiveness of Provider Quality programs
- Contributes to the development and execution of multiple provider campaigns focused on improving clinically oriented HEDIS and HOS scores customer satisfaction oriented CAHPS survey results
- Possesses a deep understanding of the Medicare STARS program and assists with the implementation and execution of strategy related to the quality incentive program
- Assists with the execution of provider pay for performance programs aimed at aligning goals to achieve high quality care
- Collaborates with providers on the development of initiatives to drive

## Qualifications for provider supervisor

- Knowledge of urgent care and billing/credentialing preferred
- Knowledge of provider/entity enrollment and credentialing requirements
- Knowledge and understanding of AMA, AOA, NPPES, DEA, DPS, NPDB, SAM, EPLS, OIG, and AAAHC
- Ability to analyze and interpret a wide range of information
- Ability to manage multiple projects effectively while facilitating group success
- Must be able to present formal communications on a weekly, monthly quarterly, yearly basis in spreadsheet/graph format to Director/Urgent Care Leadership regarding updates, status, data analysis, audit findings, timelines, and other pertinent information for planning, accountability, and growth purposes