# Job Summary:

The Billing Supervisor will supervise and coordinate third-party billing and the application of payments for the business office.

# *Supervisory Responsibilities:*

* Oversees the daily workflow of the department.
* Trains, evaluates, and initiates disciplinary action for supervised employees. Ensures that employees report to work on time and complete time sheets.

## Duties/Responsibilities:

* Coordinates the insurance billing function of the business office, and sees to the proper application of patient, insurance, and other payments.
* Prepares weekly and monthly reports on third-party billings, accounts pending diagnoses, and late charges.
* Performs Billing Clerk duties, coordinates and performs insurance follow-up procedures and works denials.
* Performs other clerical or supervisory duties as assigned by the Administrator.

## Required Skills/Abilities:

* Good oral and written communication skills.
* Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress.
* Knowledge of all confidentiality requirements regarding patients and strict maintenance of proper confidentiality on all such information.
* Knowledge of medical terminology and spelling and office ethics, certified coding preferred.
* Previous experience with computer terminals preferred.

## Education and Experience:

* High school graduate or equivalent.
* Must have at least two years of experience in an office setting, preferably with supervisory responsibilities in a health care facility.