

# MEDICAL BILLING MANAGER

## Job Description



### JOB SUMMARY

*The Medical Billing Manager is responsible for making sure that medical data is secure, accessible and accurate for billing purposes. This position supervises Billing-Coding Specialists who compile patients' medical records and assign codes for procedures and diagnoses to generate bills for reimbursement. The Medical Billing Manager oversees collections processing, providing patient financial counseling and tracking payments.*

### Specific Medical Billing Manager Job Duties:

- Assign duties for billing staff
- Prioritize work load for billing staff
- Implement policies and procedures for Billing Staff
- Monitor Billing and Collection activities
- Approve all adjustments and refunds (patients and Insurance companies)
- Import, post and review Charges
- Import, post and review payments
- Edit, prepare and transmit clean claims
- Review and work clearinghouse rejections
- Interview, hire and train new billing department employees
- Train front-office staff and billing staff how to obtain authorizations, verifications etc...
- Keep staff updated with insurance companies changes, coding issues, compliance issues,
- Clinical policies and documentation guidelines as it pertains to billing.
- Appeal denied Claims
- Respond to Patient inquires
- Respond to Insurance inquires
- Assist billing reps with difficult accounts
- Credentialing Physicians (Medicare & Medicaid)
- Medicare Revalidations and Reactivations
- Handle provider enrollment issues with all other Insurance companies.
- File maintenance updates – New and revised codes, fees, addresses, remark codes etc...
- Evaluations, disciplinary actions.
- Manage Diabetic shoe orders
- Manage Derma graft request
- Custodian of Medical Records
- Manage pre-certifications and authorizations for hospital admissions and surgeries
- Will Forward accounts to Collection Agency
- Hold weekly staff meetings
- Maintain strict confidentiality and adhere to all HIPAA guidelines and regulations

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### Skills/Qualifications:

Supply Management, Verbal Communication, Creating a Safe, Effective Environment, Organization, Scheduling, Professionalism, Customer Focus, Confidentiality, Teamwork

- Associates or bachelor's degree or the equivalent of 10 years' experience
- Must be a Certified Coder
- Knowledge of Business office procedures
- Experience in managing billing staff and prioritizing work
- Must have working knowledge of Medical Billing and Collection Practices
- Must be able to use several coding systems, including Level 1 & 2 HCPCS
- Knowledge of state and federal guidelines as it pertains to insurances companies
- Must have basic accounting knowledge
- Knowledge of computer programs and medical terminology
- Must have solid leadership skills and have an ability to motivate staff members
- Ability to establish and maintain effective working relationships with patients , employees and the public
- Must be well organized and detail-oriented

### Personal Qualities:

- Able to work well under pressure
- Ability to communicate well with people in personal contacts and on the phone.
- Can be trusted with confidential information
- Can effectively act as a liaison between patients and physicians
- Must have a neat and friendly appearance

### Other Duties:

- Any other duties relating to the business operation of the billing department that may be assigned by the company owner
- Daily supervisor of all employees
- Training of all new employees
- Assist in job interviews and evaluation of employees
- Other duties as determined by needs of the company owner

### Supervisory Relationship:

Reports to Company Owner