

Manager, Medical Billing

Job Code 50025381

General Description

Responsible for establishing all policies, standards and procedures for insurance billing and revenue cycle management and for developing and maintaining the functional structure for the Practice Management and EMR system.

Examples of Duties:

Supervise staff.

Establish standards and policies for patient collections, student insurance billing/collection and pharmacy billing/collection.

Establish standards and policies for effective billing and coding.

Develop and implement training for billing staff.

Manage the functionality of the self-check in kiosks.

Establish standards and policies for patient financial agreements and collection of insurance information.

Determine the most effective charge capture and billing set up for the Practice Management software system.

Responsible for code set up and linkage, including interfaces for ancillary services.

Manage health insurance billing clearinghouse interfaces and procedures.

Develop standards and procedures for development of all Student Health Center fee schedules.

Responsible for developing and implementing all adjustment code procedures and tracking lost revenue and contractual adjustments.

Analyze the fee schedules for effectiveness and fairness.

Create financial reports and provide analysis for denial management, AR management and effective billing and collection procedures.

Responsible for monthly revenue tracking.

Recommend changes in policies and procedures based on financial data and reports.

Responsible for Practice Management Financial report set up.

Establish effective inventory controls and procedures within the Practice Management System.

Prepare cost information for annual pricing project.

Prepare reports for revenue projections and budget process.

Prepare audits or special research as needed.

Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: Health insurance billing practices and procedures, general accounting.

Skill in: Preparing correspondence, communicating with others, financial analysis, preparing spreadsheets, auditing financial transactions, supervising staff.

Ability to: Read and understand financial documents, perform basic math, explain policies and procedures, prioritize workload,

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements