Supervisor, Cashier and Billing Operations

Job Code 50020636

General Description
Oversee the Student Health Center insurance billing program and all related revenue cycle components.

Examples of Duties
Supervision and management of three Student Health Center Departments.
Manage insurance filing and billing.
Manage financial transactions and fee schedules in Practice Management System.
Develop and implement internal controls for cashier department, reception, and appointment line.
Supervise appointment line.
Serve in committees and teams as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; billing procedures and refund policies.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software; problem solving and decision-making; managing projects and personnel.

Ability to: Read and interpret manuals; perform basic math; delegate responsibilities to others; communicate effectively with subordinates, customers, insurance companies, and campus staff.

Educational Experience
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