**POSITION:** Clinic Billing Supervisor **REVISED:** November 2021

**DEPARTMENT:** Patient Financial Services **APPROVAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION SUMMARY:**

Supervises all functions for the clinic revenue cycle. Responsibilities will include payer credentialing, staff and process supervision (including staff training), ensuring quality billing and collection processes as well as professional compassionate patient care throughout the revenue cycle, rural health clinic compliance and policies, efficient and effective clinic operations, strong working relationship with providers, and strong working integration into the entirety of the healthcare system. The position requires extensive contact with other Business Office Personnel, other Hospital and Clinic personnel, and frequent contact with patients and/or their representatives concerning patient accounts. Routine contact with insurance carriers, local companies, physician’s offices, and periodic contact with other hospital departments and collection agencies is also necessary.

**POSITION ACCOUNTABILITIES:**

1. Manages payer credentialing
2. Hires, trains, supervises, and evaluates registration, billing, and collection staff
3. Manages clinic revenue cycle policies and procedures
4. Ensures billing and collection policies and procedures are compliant with state and federal regulations
5. Keeps current on regulatory requirements and changes
6. Coordinates and supervises insurance follow-up procedures
7. Prepares weekly and monthly reports on third-party billing accounts.
8. Ensures that employees report to work on time and completes time sheets
9. Performs other clerical or supervisory duties as may be assigned by the Patient Financial Services Manager
10. Other duties as assigned

**POSITION QUALIFICATIONS:**

**Minimum Education** High School diploma or equivalent education

**Minimum Experience -** 1 year of clinic revenue cycle management or

supervision

* 2 years clinic revenue billing and/or collection experience
* Rural Health Clinic experience preferred

**Required Certification/Registration** None

**Skills** Ability to type, computer proficient, good oral and written communication skills, supervision and/or management

**Physical Demands** Prolonged sitting, some lifting not to exceed 50 lbs.

**Working Conditions** Office environment