

# Insurance Supervisor Job Description

Our innovative and growing company is looking for an insurance supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for insurance supervisor

- Works with Insurance payers to ensure proper reimbursement on patient accounts
- Assisting the Supervisor with managing the day to day operations
- Works follow up report daily, maintaining established goal(s), and notifies Supervisor, of issues preventing achievement of such goal(s)
- Reviews previous account documentation, determining appropriate action(s) necessary to resolve each assigned account
- Documents billing, follow-up and/or collection step(s) that are taken and all measures to resolve assigned accounts, including escalation to Supervisor/Manager if necessary
- Remains in consistent daily communication with team members, including new process education, disciplinary actions, regarding all aspects of assigned projects
- Monitors and assists team members regularly, providing feedback, ensuring both goals and job requirements are met as assigned by Supervisor and/or Manager
- Three years' work experience in managed care/commercial billing or collections or related area (registration, finance, collections, customer service, medical, contract management)
- Two years of supervisory, team leader or management level experience
- Four (4) year college degree in Health Services Administration, Business Administration or Finance

## Qualifications for insurance supervisor

- Strong call center and operations experience highly preferred
- Excellent organizational and leadership skills are required
- Minimum 5 years supervisory experience in healthcare
- Minimum 5 years related supervisory experience in healthcare insurance verification
- Experience with insurance contracting/provider relations
- Experience with various insurance plans

# New Insurance Supervisor

**E Durkheim**



**New Insurance Supervisor:**

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