



<b>Job Title:</b>	<b>Billing Manager</b>
<b>Reports To:</b>	<b>Chief Financial Officer</b>
<b>Department:</b>	<b>Billing</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Travel:</b>	<b>5 %</b>
<b>Supervisory Duties:</b>	<b>Billing Specialists</b>
<b>Work Schedule:</b>	<b>Full Time (40 hours per week) 8 am – 5 pm, Monday through Friday</b>

### **Job Summary**

The Billing Manager will implement and execute successful processes in managing the revenue cycle. Working to collect revenue from the federal government, state governments, and insurers, the Billing Manager will lead a team of billing specialists. The Billing Manager will forecast revenue streams, analyze different strategies, and follow through to maximize collections.

### **Reasonable Accommodation Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

### **Essential Functions**

- Coordinates and manages billing and revenue cycle activities with the goal of providing strategic direction to maximize reimbursement.
- Directs the billing department to apply best practices in billing and collection across all payer sources.
- Effectively establishes and monitors revenue cycle activities to comply with federal and state laws, and payer-specific billing requirements.
- Recommends necessary changes to revenue collection policies and procedures in order to improve the effectiveness and efficiency of the revenue management process.
- Utilizes statistical analysis to forecast revenues and identify revenue opportunities.
- Monitors all revenue sources for control and reporting purposes.
- Works collaboratively with providers and staff to ensure appropriate billing reimbursement procedures and compliance with federal and state laws.
- Develops and implements management controls and quality assurance process to ensure the accuracy, productivity and efficiency of claims submission, payments and postings.

- Oversees and reviews collection reports to identify payer and collection issues. Develops and implements process improvement recommendations to secure positive results. Monitors performance and improvement plans when unfavorable trends are identified.
- Negotiates and recommends contracts with insurance companies to management.
- Keeps supervisor informed as to changes in schedule.
- Performs other duties as assigned.

## Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Systems Analysis - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## Skills & Abilities

Education:	High School Graduate or General Education Degree (GED): Required National or Hawaii Certified in Coding: Required
Experience:	3 plus years of clinic billing experience
Other Requirements:	Strong proficiency in Microsoft Office. Previous experience with Electronic Health Records-Nextgen Preferred. Working knowledge of practice management software Strong knowledge of coding, billing and payment practices and requirements including electronic claims filing preferred. Strong knowledge of applicable healthcare federal and state laws and regulations.

## Working Conditions

Health clinic environment with possible exposure to airborne pathogens.

## Physical Requirements

Stand or sit for extended periods of time, do repetitive tasks with few breaks.

## Physical Demands

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)**

Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand O  
Walk O  
Sit F  
Manually Manipulate O  
Reach Outward O  
Reach Above Shoulder O  
Climb N  
Crawl N  
Squat or Kneel N  
Bend O

**Lift/Carry**

10 lbs or less O  
11-20 lbs O  
21-50 lbs N  
51-100 lbs N  
Over 100 lbs N

**Push/Pull**

12 lbs or less O  
13-25 lbs N  
26-40 lbs N  
41-100 lbs N

*\*\*\*The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

<b>Prepared By:</b>	<b>Human Resources</b>
<b>Supervisor Approval:</b>	
<b>Date:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	