

# Billing Manager – Healthcare

## Summit BHC

Job Location: Franklin, TN

Full Time/Days

### JOB SUMMARY:

The Billing Manager will be responsible for efficiently managing and leading the Revenue Cycle Management (RCM) billing team. Using knowledge and expertise, the Manager will continually work to enhance the current billing process, provide continuous monitoring and active management of the billing edits, rejections, initial billing and rebills to ensure timely billing. The manager will also be responsible for communicating issues to various departments that have an impact on billing accuracy and timeliness.

### MINIMUM REQUIREMENTS:

- Five or more years of medical billing experience.
- Three or more years of billing supervision/management experience in healthcare setting required.
- Advanced knowledge of UB04 and HCFA1500 forms, CPT and ICD-10 coding.
- Two years of experience in Provider Enrollment/Credentialing with Medicare, CAQH, and other major insurance carriers.
- Working knowledge of Medicare/Medicaid guidelines preferred.
- Advance Excel skill preferred.
- Possesses excellent oral and written communication skills.

### EDUCATION/LICENSES/CERTIFICATIONS:

- Associate degree **required**.

### FOR MORE INFORMATION/TO APPLY:

[https://summitbhc.wd1.myworkdayjobs.com/en-US/Summit\\_BHC/job/Billing-Manager---Healthcare\\_JR117624](https://summitbhc.wd1.myworkdayjobs.com/en-US/Summit_BHC/job/Billing-Manager---Healthcare_JR117624)