



Provider Relations Representative

Job Posting

Duties & Responsibilities

- Serves as a liaison between physicians, their staff, health plans and inter-departmental staff.
- Identifies and resolves provider issues by researching causes and working with internal clinical, operations and IT teams.
- Create and maintain productive long-term relationships with key providers to promote a successful partnership
- Actively outreaches and trains providers to increase the rate of electronic transactions through training and education.
- Conducts site visits to service providers to provide education on policies and initiatives, resolve issues, and educate staff/providers on policies.
- Conducts On-Site credentialing for Social Adult Day Care programs per policy.
- Ensures new Provider contracts are complete and uploads them to the EMR and appropriate file directory.
- Partners with Network Development to identify network gaps and suggests additional providers for recruitment to ensure network adequacy.
- Assists in the maintenance of Provider contract files.
- Manages existing contracts, ensuring that the Providers are compliant with Kalos Health and NYS Department of Health regulations.
- Modify, update, and maintain contracts and associated documentation, processing and communicating changes to Providers.
- Completes Provider credentialing per contract mandate.
- Inputs provider data in the PNDS and APD as requested.

Qualifications

- Bachelor's Degree in a related field is required.
- Masters' Degree is preferred.
- 1 year of experience in a Provider Relations, Customer Service or relevant position.
- Be proficient with basic computer software such as Microsoft Word, Excel and Access.
- Experience working in a Pharmacy, healthcare, provider or Managed Care environment is preferred

Kalos Health offers outstanding benefits, including:

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- Health Insurance starting on your first day
- Inexpensive insurance options for medical & dental and vision
 - Retirement plan
 - Birthday gift
 - And Much More!!

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