

Nationally based Managed Care Company is seeking to fill an open Provider Relations Specialist Position.

Please email resume to: Tennessee_Admin@CorVel.com or Fax to 866-434-5536

REQUIREMENTS

Recent graduate. Good organizational skills. Must be multi-task oriented. Must be proficient in Word and Excel.

ESSENTIAL JOB DUTIES

1. Assist with gathering data from participating providers needed for the re-credentialing process.
2. Review credentials of prospective providers to be considered for acceptance into network.
3. Establish liaison(s) with all participating providers.
4. Develop provider manual and orientation materials.
5. Receive and resolve all disputes involving provider contract and payment issues in accordance with Dispute Resolution Procedures.
6. Provide assistance and be responsive to staff requests for assistance, information regarding the network, both locally and nationally.
7. Oversee distribution of executed contracts and maintenance of database.
8. Assist with employer and payor relations.