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Credentialing / Payer Enrollment Specialist – Part-time, Non-Exempt

Description

Applicants must reside in the US.

This position acts as a liaison between Company's clients and the payers, ensuring all accounts are credentialed and/or set up correctly with payers so that claims process correctly. This department

Download the [full job description here](#).

Schedule/Availability

- 25-35 hours per week
- Available during reasonable daytime hours to answer staff questions and contact payers

Responsibilities

- Takes major lead in onboarding new accounts
 - Pays close attention to New Provider Onboarding tracker; accepts meetings with newclients to discuss their setups with payers
 - Ensures that payer enrollment, credentialing, contracting, and demographics work fornew accounts is progressing in a timely manner
- Becomes proficient in credentialing, contracting and demographics processes
 - Ensures that providers are credentialed in as efficient a manner as possible; suggests improvement to protocols as needed
 - Works to facilitate effective communication with providers to obtain informationneeded for payer enrollment, credentialing, contracting and demographics
 - Applies for new contracts as requested by providers; reviews existing contracts andsuggests changes as needed
 - Attempts contract renegotiations for providers with existing contracts that are outdatedor have poor fee schedules
 - Ensures that proper customer service is given to all accounts in a timely manner andthat department tasks do not fall through the cracks; provides clients with regularupdates on work being performed
 - Protects provider specific information in strictest confidence
- Utilizes Modio Health Software
 - Stays current with updates to Modio
 - Utilizes the software as much as possible to prevent human error and optimizeefficiency/communication with payers
- Effectively communicates with manager all concerns regarding workload and the ability tocomplete work
 - Asks for help when overwhelmed
 - Makes sure the schedule and assigned workload is reasonable

Hiring organization

Larsen Billing

Job Location

Remote work from: United States Only

Employment Type

Part-time

Date posted

January 23, 2024

- Informs manager when tasks fall behind by more than 5 days from department protocols, so that help can be assigned before the situation worsens
- Is extremely transparent with manager about all concerns so that issues can be addressed quickly

Knowledge and Skills

- Two+ years' experience in contracting and credentialing work with payers
- Excellent written and verbal communication skills with the ability to effectively communicate and establish collaborative relationships with clients, LBS staff, and insurance companies
- Experience with Modio Health software is preferred
- PECOS experience
- Experience with Microsoft Office products
- Knowledge of ICD-10, CPT, and HCPCS codes
- High level of professional communication; written and verbal
- Typing 60+ words per minute with high accuracy
- High level of ethics and integrity in all areas
- Able to prioritize work and meet deadlines
- Able to establish relationships with multi-levels of staff appropriately
- Flexibility to work in an extremely fast-paced and dynamic environment
- Ability to work independently and within a team
- Strong organizational skills and attention to detail