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# Example of Case Management Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of case management specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for case management specialist

* Clearly articulates role/responsibilities and PV knowledge for inter- and intradepartmental meetings
* Knows when to escalate an issue and has the ability to apply critical thinking if timelines are at risk
* Supports development and maintenance of SOPs and Work Instructions and applicable documentation specific to vendor management
* Support PV Ops Sr
* Attends patient meetings, site visits, conferences and trade shows to educate individuals regarding case management services
* Consistently maintains accurate data on each individual, their insurance, coverage approvals, on-going coverage requirements and all patient and provider interactions
* RN Case Managers and LVN Case Managers both gather member data
* RN Case Managers are responsible for creating and updating a plan of care and with the active involvement of the patient and their health care team including short and long term goals with timelines and priorities for achievement
* Interacts with case processing vendor on regular basis to ensure timely processing of adverse events reports for all investigational and marketed products
* Evaluates all adverse event reports received from the case processing vendor for accuracy and regulatory reporting

## Qualifications for case management specialist

* Maintains highly confidential employee Personal Health Information and files
* Bachelor degree in Healthcare, Human Resources, Business or related field
* BS Degree with 5 - 7 years of related experience or
* MS with 3-5 years of related experience or
* Advanced degree in Pharmacy (PharmD) or similar with previous exposure to industry (ex
* Bachelor’s Degree Nursing preferred