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# Example of Manager, Access Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, access. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, access

* Performs notification for inpatient services so the case management department may perform concurrent review
* Establishes, implements, and maintains call/computer/web based verification protocols to ensure accuracy of all third party information collected to achieve timely payment of accounts
* Coordinates tasks with Utilization Management and PAS to ensure denial prevention
* When applicable, monitors external vendor quality, maintains vendor scorecard, and works with vendor to ensure achievement of service level agreements
* Maintains knowledge of compliance issues associated with Federal., State, Local, HIPAA, HCAHO, and other requirements and incorporates same into Pre-Access functionality
* Accomplishes appropriate patient access resource objectives by recruiting, selecting, orienting, training, assigning work, coaching, counseling, and disciplining employees
* Develop a culture of pride and ownership and provide opportunities for learning and growth
* Oversee daily operations of Pre-Access Call Center Team
* Monitor daily genesys phone stats and maintain daily average speed to answer rate of 45 seconds
* Manage and monitor workqueue volumes related to the pre-access department

## Qualifications for manager, access

* Good understanding of access technologies and standards (MEF, NID standards, Ethernet, E-LAN, E-Line etc…)
* Solid knowledge in broadband technologies (xDSL, FTTx etc…)
* Minimum of 5 years’ experience in the commercial area and at least 3 years in channel management
* Excellent verbal and written communication skills, including listening and presentation skills
* Strong organizational skills - to set targets, track to milestones and complete projects
* Ability to successfully prioritize a diverse workload to meet deadlines