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# Example of Manager, Healthcare Job Description

Our company is looking for a manager, healthcare. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, healthcare

* Assists in the management of the vendors to resolve customer service issues, ensure compliance with contract terms and service agreements
* Participates as a member of the City’s Benefits Committee which votes on the selection of benefit vendors and administrators, and attends the appeal meetings where disputed benefit enrollment and benefit claims are reviewed and assessed for validity and provides the recommendation to the committee for claimant disputes
* Keeps abreast of current and pending legislation and actions pertaining to benefits, conducts benefits research, responds to benefit issues and develops effective solutions and options including costing and implementation proposals
* Analyzes the flow of benefit information and develops internal procedures, guidance, and training for staff to facilitate the timely and accurate update of employee information and benefits records
* Ensures efficient and accurate workflow and the best utilization of system capabilities in order to fit the City’s needs
* Recommends provisions and provides reports to senior management regarding plan design, trend analysis, and cost
* Maintains working relationships with sister agencies and other benefit administration organizations to share resources and develop partnerships, including joint requests for proposals for benefit programs
* Interacts with legal counsel, both internal and external, on issues pertaining to labor negotiations, contracts, employment related benefit issues, the plan settlements and issues, revising documents, ensuring compliance with all laws
* Complies with Federal and State laws, including the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), Mental Health Parity, and Patient Protection and Affordability Care Act (PPACA), Medicare Secondary Payer rules, and complies with the required benefit reporting requirements
* Play a leading active part within the infield team and identify opportunities to work collaboratively with cross-functional colleagues to deliver on brand objectives

## Qualifications for manager, healthcare

* Bachelor degree in Accounting, Finance, or related field required
* CPA, CFE, AHFI or RHIA or equivalent certification
* 6 years of relevant work experience required, including at least 3 years of healthcare analytics, compliance auditing, and/or healthcare fraud and abuse auditing experience
* Significant exposure to Medicare and/or Medicaid cost reports
* Demonstrated high level of expertise with Medicare and Medicaid regulations
* Experience with Pro Systems FX Engagement preferred