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# Example of Provider Data Specialist Job Description

Our company is hiring for a provider data specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for provider data specialist

* Conduct analysis on data integrity across the department’s multiple processes such as Credentialing and Provider Data Management activity
* Participate in department activity for any payer initiatives related to provider data veracity and exchange
* Participate in project implementation of major changes to the department’s processes
* Participate in ongoing department process improvement initiatives
* Perform Quality audits on completed provider data tickets to validate the work was completed accurately
* Ensure audits are conducted in accordance with department standards
* Utilize policy and procedure documents to complete audit activities
* Identify opportunities for policy revisions based on common failures
* Assist in determining root cause analysis and impact analysis throughout the data life cycle
* Create and maintain a calendar of quality activities

## Qualifications for provider data specialist

* Minimum Bachelor’s degree or HS Diploma and 4 years of related experience
* Required to have lockable drawers for the securing of confidential information
* Associates degree in business, health care administration or similar field or an equivalent combination of education and experience
* 2 years of healthcare experience in claims, medical staff office or similar field
* Proficient in conducting internet searches and downloading information
* 1-2 years of experience in customer service and/or data analysis experience