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# Example of Provider Enrollment Specialist Job Description

Our company is growing rapidly and is hiring for a provider enrollment specialist. 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 provider enrollment specialist

* Update and maintain data in appropriate Provider Enrollment systems while ensuring accuracy and data integrity
* Ensure provider participation with contracted payors by taking appropriate next actions to complete enrollment, such as completing applications, rosters, and notifications
* Work with payors and providers to ensure compliance with enrollment process
* Initiate contact with payors and practices via telephone or electronic methods with respect to provider enrollment and billing errors, utilizing proper customer service protocol
* Authorize enrollment or refer to investigators for further review analyze and identify trends and provides reports as necessary
* Routinely communicates with both CPG Revenue Cycle, CPG outside billing agents, Ark-La-TX Health Network, and CPG Managed Care Department to scan for billing and collection issues related to provider numbers
* Ensure all work is performed according to established policies and guidelines
* Maintain organized and accurate files efficient and effective credentialing tracking system to ensure credentialing is obtained from all physician and non-physician providers
* Keep PE Supervisor informed at all times of the status of new/revised or pending physician and non-physician provider numbers, effective dates, plans, to prevent delayed claims filing and cash flows
* Organized manner

## Qualifications for provider enrollment specialist

* Interaction with representatives from health plans to answer inquiries, clarify requirements
* Contributing to team performance through collaboration on tasks, participation in H3W and other staff meetings, huddles, Informs leadership of work
* Ability to lift a minimum of 30 pounds and ability push/pull a minimum of 50 pounds, which includes the lifting, pushing and/or pulling of supplies and equipment
* Ability to communicate and negotiate effectively with customer and third party payers
* Solid skills to evaluate issues and identify solutions
* Responsible for administrative support duties for the department