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# Example of Provider Enrollment Specialist Job Description

Our company is searching for experienced candidates for the position of provider enrollment specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for provider enrollment specialist

* Researches practitioner enrollment processes for multiple state enrollment to ensure applications are filled out accurately
* Work closely with Provider Enrollment Manager to resolve credentialing file issues
* Helps run basic and more complex reports following standard processes
* Verifies information on forms, vouchers or other accounting documents according to process guidelines
* May assist in the preparation and processing of bank reconciliations, journal entries to modify the general ledger, and preparation of trial balances
* Displays knowledge of all procedures and processes to train and audit work of others
* Handles questions and inquiries
* Communicate with Patients and Patients Representatives to resolve healthcare accounts while offering excellent customer service
* Credential new providers with contracted health care plans
* Monitor processing of credentialing for new providers until confirmed participation

## Qualifications for provider enrollment specialist

* Prepares and submits applications to Medicare and Medicaid for new provider enrollments and existing provider updates
* Minimum of two years of experience in a managed care role, centralized credentialing office or related health care environment, such as credentialing or file maintenance, preferred with experience in Word and Excel
* Knowledge of contract language interpretation and administration
* Knowledge of health plan and governmental payer credentialing, enrollment and requirements
* Knowledge of standards interpretation as related to NCQA
* Knowledge of federal and state insurance laws and their interpretation as appropriate