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# Example of Provider Enrollment Specialist Job Description

Our growing company is searching for experienced candidates for the position of provider enrollment specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for provider enrollment specialist

* Analyzes various information systems EPIC, IDX Provider Edit reports and Provider Information Unit enrollment status reports
* Makes recommendations to management regarding billing enrollment administration and maintenance to improve effectiveness and efficiency of provider billing environment and re-enrollment
* Acts as liaison for Provider Enrollment Unit with other billing and/or clinical departments and with appropriate government agencies in support of group and provider enrollment and maintenance
* Interact professionally with leadership and ancillary staff to provide appropriate and timely response to inquiries and concerns regarding provider enrollment and or file maintenance transactions
* Creates and submits new group enrollment applications for newly opened or moving practices
* Enrolls new clinic and/or department groups to Electronic Data Information and Electronic Funds Transfer systems
* Continuous re-credentialing as required by each health care plan
* Update and re-attest information with CAQH (Council for Affordable Healthcare) quarterly for each provider enrolled
* Monitor credentialing/re-credentialing applications that have been forwarded to providers/office coordinators for timely return
* Experience with MS Office Excel required

## Qualifications for provider enrollment specialist

* Familiarity with organizational structure physician offices in private practice
* Ability to work within a deadline-intense environment
* Knowledge of Microsoft Word and other PC applications
* Two years experience working in a health care business environment
* Medical Insurance and billing background
* Knowledge of the Medicare provider/facility application process