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# Example of Provider Relations Advocate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of provider relations advocate. 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 relations advocate

* Provide support and assistance with peers
* Maintain positive customer relationships in the SNF industry
* Reviewing and researching provider claim issues
* Develop an intimate knowledge of the facility team
* Primary support of the Medicaid Behavioral Health Network
* Outreach to provider recruitment targets within assigned territory
* Actively contribute and work on key departmental initiatives
* Identify and solve moderately complex problems and contracting needs
* Coach, provide feedback, and act as liaison between internal and external customers
* Role supports the VA agreement and relationship on behalf of Optum and partner with the VA lead at UHC

## Qualifications for provider relations advocate

* Strong leadership and collaboration skills as it is necessary to work cross functionally and influence other teams, leadership and internal business partners
* Ability to work independently within a team and to remain on task
* Excellent organization and planning skills, including the ability to communicate effectively with various levels of leadership
* Strong knowledge of business processes that impact contract loading and auditing
* Familiarity with the Rhode Island Market
* Undergraduate degree or 2 years of equivalent years of experience