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# Example of Provider Relations Advocate Job Description

Our growing company is looking to fill the role 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

* Direct and implement strategies relating to the management of a provider network
* Provider relations activity for the free standing skilled nursing facility network in IL
* Liaison with various IL Health Plan departments
* Assist in end-to-end on provider claims, provider information updates and help enhance call quality
* Assist in efforts to enhance ease of use of Provider Connect, MyAvatar and future services enhancements
* Use data to identify and solve a range of problems for Skilled Nursing Facilities across the State of Georgia
* Work exclusively with Skilled Nursing Facilities (SNF) and their operational staff
* Provide explanations and information to others by leading small group meetings
* Assist in end-to-end provider claims
* This position is unique to SNF and Primary Care Physicians (PCP)

## Qualifications for provider relations advocate

* Must live within a commutable distance of one of the office locations listed for this specific career opportunity
* High school diploma or 2 years of equivalent work experience
* 3+ years of experience working in the healthcare or insurance industry
* Candidate must reside near Boston, MA
* Must reside near Sugarland, Houston, Missouri City, Stafford-Texas
* HCBS experience preferred