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# Example of Provider Relations Rep Job Description

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

## Responsibilities for provider relations rep

* Provide assistance in compilation and mailing of provider recruitment mailings, general information, and educational materials to network practitioners as required
* Conduct outreach to providers for information, research or compliance with Beacon policies or programs including access and availability standards
* Provide follow up with key practitioners and facilities for the return of completed credentialing and re-credentialing applications
* Respond to provider calls transferred by the Provider Services Line emails, voicemails and faxes
* Actively outreach and train providers to increase the rate of electronic transactions
* Perform active outreach to ensure compliance with access and availability
* Work with providers and network operations to ensure provider data submission and accuracy
* Participate in the coordination and processing of all Network department mailings
* Review claim reports for denial rates and work with providers to improve claim submissions
* Build collaborative relationships with client health plan counterparts to ensure seamless customer service

## Qualifications for provider relations rep

* Ability to present to ACO and physician practice leadership
* Accountable Care, Population Health and/or Medical Staff knowledge preferred
* Health Plan network adequacy and credentialing process will be recognized
* BA/BS - Bachelors Degree or equivalent preferred or Equivalent Experience
* Should reside in or near Nassau County
* Minimum 2 years’ experience in health care field