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# Example of Provider Relations Representative Job Description

Our company is growing rapidly and is looking to fill the role of provider relations representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for provider relations representative

* Support all provider relations initiatives
* Contribute to efficient and effective provider support
* Working knowledge of Strataware/Power Track, Citadel and Call Track
* Resolves issues successfully in a proactive and timely manner
* Identifies training and system deficiencies and issues
* Provides oversight on claims issues
* Proactively strategies for membership growth and retention, through advanced communication to providers, follow-up to gauge the response to that growth
* The Provider Relations Coordinator, under general supervision is responsible for maintaining provider information in internal databases and files
* Ensures the accuracy and completeness of provider data as reflected in the Health Plan directories
* Distributes information and reports

## Qualifications for provider relations representative

* Submit accurate and complete initial credentialing packages
* Complete and submit required reports in a timely manner
* One or two years of experience in a medical environment dealing with managed care or insurance issues
* Previous experience in provider contracting or provider relations
* Experience with MSR, PDMS and PIMS
* Bachelor's Degree or 1 - 2 years of equivalent business, contracting, customer relations and/or TRICARE experience