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# Example of Provider Relations Job Description

Our innovative and growing company is looking to fill the role of provider relations. 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

* Research and resolve provider escalation issues and manage work items through department queues
* Outreach to provider offices via phone and email to support the revalidation initiatives
* Educate provider offices via phone and email concerning the provider enrollment and credentialing process
* Support any department administrative requirements including preparing educational documents, organizing webinars, tracking participation in various educational sessions, and supporting other reporting needs
* Participates in network and company meetings, including physician board of directors, quality management, financial, operations
* Ensures demographic information and facility point of contacts (POCs) are accurate by verifying during each provider/facility contact
* Ensures all practitioners, groups and facilities are properly credentialed and are processed within required time-frames
* Develop and maintain positive relationships with assigned corporate and high-volume providers through effective and ongoing communication, training and providing timely feedback
* Negotiate provider rates for all assigned providers as required
* Develop and maintain strategic partnerships with key corporate providers

## Qualifications for provider relations

* Participate in activities that help others achieve their full potential
* Execute preferred provider strategy and guidelines to foster optimum access to appropriate network providers and facilities
* Provide timely follow-up to customer inquiries and facilitate resolution of issues
* Bachelor’s Degree or one to two years equivalent business, contracting, customer relations and/or Tricare experience
* Advanced computer proficiency and skills in MS Excel, PowerPoint, and Word required
* Facilitative skills