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# Example of Provider Relations Job Description

Our innovative and growing company is searching for experienced candidates for the position 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

* Maintain up-to-date knowledge about provider network and provider utilization
* Support the Contact Center as needed with difficult to fill cases by suggesting alternative solutions and/or reaching out to providers directly to ensure quality care
* Ensure a strong line of communication with team responsible for the daily transactional work required to support the BUCA providers that the manager is assigned to
* Participate in the maintenance of provider files
* Answer incoming calls from providers (physicians), workers comp insurance adjusters, and injured workers
* Resolve issues received from phone calls and our web portals
* Send written responses
* Supervise the activities of analysts and specialists for Provider Relations, Provide Support, and Provide Enrollment and Credentialing (PEC)
* Coordinates and implements credentialing activities to assist providers with the completion of applications for network contract offerings
* Assist with coordination, education and outreach

## Qualifications for provider relations

* Previous experience in provider contracting or provider services
* Required 3+ years of experience in Management, Supervisory, or Lead/Sr
* Bachelor's Degree in business, healthcare administration, or public health administration
* Other healthcare or sales equivalent experience will be considered in lieu of Degree
* 5+ years in a health care marketing or sales manager role or business development
* Understand the practice of medicine including referral relationships, payer requirements, and other economic and clinical influences