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# Example of Provider Representative Job Description

Our innovative and growing company is looking to fill the role of provider representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for provider representative

* Maintain accurate data in provider file data systems
* Maintain and initial setup of assignment accounts (AA) from the AA applications
* Update group and provider affiliations from AFBs and written requests
* Maintain accurate data of1099 tax ID updates
* Maintain accurate data of UPIN/PTAN and/or Medicare Welcome Letter information
* Maintain accurate data of state license updates
* Maintain accurate data of Enumerating providers
* Maintain accurate data of name changes, demographic data updates, specialty changes
* Maintain accurate data of hospital affiliations, network affiliations, network terminations
* Maintain accurate data of facility Agreement data, Institutional non-contracted files

## Qualifications for provider representative

* Ability to multitask between programs, data entry and look up systems while speaking with providers
* Ability to work extended hours and weekends as necessary
* Flexibility to work at home as business requirements
* Bachelor's Degree or equivalent Healthcare experience and one (1) year experience in the health care billing or healthcare public relations field (5 years total)
* Ability to work independently while traveling
* Must reside in Fulton County or the Atlanta Metro Area