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# Example of Rehab Specialist Job Description

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

## Responsibilities for rehab specialist

* Works with discharge planners to suggest alternative levels of care if patient is not appropriate for inpatient rehab
* Gathers any other data needed and gives it to the physician so the physician can make an informed decision on whether or not the patient is appropriate for inpatient rehab
* Develop written strategic business plan to achieve territory sales objectives
* Gather information in the territory regarding reimbursement, competitive products and any other information that would contribute to sales growth or improve IN, inc. products and services
* Organize and manage time efficiently to achieve company goals
* Participation and support of projects/ activities as directed by management
* Provide reports and information as requested by field sales management
* Coordinates credentialing, reappointment and privileging function including, providing initial applications upon physician and allied staff requests
* Maintains and assures that credentialing files meet state, federal and accrediting regulations that are consistent with hospital policies and medical staff bylaws
* Maintains system to track credentialing applications from submission to final approval by MEC and governing board

## Qualifications for rehab specialist

* Prefer one (1) year experience in third party outpatient billing/collections, Third party billing in respective specialty
* Must have billing & cash collection experience
* The Office Assistant should have knowledge of billing and collection practices/ techniques and be skilled in the use of computers, particularly the Microsoft Office suite of applications
* High level of interpersonal skills necessary to interact with patients and family members of diverse backgrounds
* One year of experience working in a medical, psychiatric, nursing or child care setting, or in working with developmentally disabled persons, or in working in a correctional facility
* Solid understanding of insurance payor reimbursement, collection practices, and accounts