



# Example of Associate, Healthcare Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of associate, healthcare. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, healthcare

- Perform advanced research to assist in determining whether or not there are participating providers who will provide a specific service being requested
- Utilize DME SOP for pricing for Dump code if Medical Review is not required
- Learning and assisting with general data collection processes to gather basic contact and general healthcare information from identified websites and reference materials in order to appropriately respond to basic client and member questions in regards to healthcare related matters
- Invoice Management – Process all project invoices accurately and timely and supports the management of the project budget
- Embrace change and adopt a "can do" mentality when performing tasks
- Demonstrate accountability and ownership with every initiative or project
- Overseeing the accreditation and certification of O&P facilities which includes ABC, CMS and others as they apply
- Manage the financial performance of account projects
- Manage B&P, marketing and special project budgets
- Manage cross brand initiatives

## Qualifications for associate, healthcare

- Readiness to travel in and around the Metro DC area up to 4 days a week (home on weekends-based on project requirements)
- MBA graduate or Analyst-promote

- A-133, A133, yellow book, government/governmental auditing, healthcare, audit, public sector, Nonprofit, not for profit
- CPA-eligible preferred
- A bright, motivated individual with the desire to succeed in an intellectually intense environment