



Example of Enrollment Analyst Job Description

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Our company is looking to fill the role of enrollment analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for enrollment analyst

- Respond to escalation requests as assigned within the specified due dates
- Ensure data and information are sufficiently accurate and reliable
- Perform trending and root cause analysis on QA data to identify training or enhancement needs
- Interact professionally with leadership and ancillary staff to provide appropriate and timely response to inquiries and concerns regarding provider enrollment and or file maintenance transactions for Texas State Health Care programs
- Make recommendations to management to improve efficiency effectiveness of current manual processes through systemic modifications
- Have the flexibility to work overtime as dictated by daily production inventory requirements
- Be detail oriented and able to work independently in a fast changing environment
- Prioritize multiple work assignments with excellent organization skills
- Provide follow up to any assigned project deliverables
- Recommend and follow best practices with regards to system maintenance, configuration, development, testing, data integrity

Qualifications for enrollment analyst

- Knowledge of descriptive, time series and predictive statistical analysis
- 1-3 years high volume, problem resolution, technical client services

- U.S. human resource/payroll knowledge is a plus
- Experience with health plan or health care administration
- Experience with various reporting and analytics tools (Business Objects, Cognos, SSRS)