



Example of Enrollment Analyst Job Description

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Our innovative and growing company is looking for an enrollment analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for enrollment analyst

- Serves as technical and subject matter expert for initiatives involving member enrollment application processing
- Understands the needs and prioritization of work within the Enrollment department
- Leads and guides workgroups through the evaluation of current state processes
- Attends state and CMS regulatory meetings on enrollment topics
- Assists management and end users in evaluating vendor software applications
- Leads and facilitates requirements and design sessions
- Conducts requirements reviews to obtain sign-off from project/operational stakeholders
- Sets projects timelines with identified deliverables
- Reports project status updates to stakeholders
- Identifies issues and facilitates problem resolution for manual, batch and online environments

Qualifications for enrollment analyst

- Ability to read and interpret payer remits, EOBs and 835 files
- Associate Degree in Business Administration or a related field
- Working knowledge in PMHS and AS400

- Bachelor's degree in marketing, business administration, or a related field and two - four years of job-related work experience in sales, marketing, business development, or a related field