



# Example of Enrollment Coordinator Job Description

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Our company is looking to fill the role of enrollment coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for enrollment coordinator

- Provide representation when needed of the Commercial/Government Payer Enrollment area assigned to internal dept.'s external clients, vendors and processors to clearly relay situational occurrences
- The Commercial/Government Payer Enrollment Analyst will be responsible for proactively identifying and quantifying trends/issues and then effectively communicating them to the appropriate members of the management team along with what the potential impact could be in an effort to minimize bad debt and predict future forecasting needs
- Minimize denials and deactivation of government application where applicable to reduce key metrics including DSO, cost to collect, percent of aged claims, and Bad Debt
- Proactively identify and implement efficiencies across the dept
- Conduct root cause analytics to understand and implement process opportunities
- Working with key stakeholders to develop training materials and standardize processes to drive efficiencies
- Ability to create effective VISIO diagrams and PowerPoint presentations
- Write-offs –review timely filing for each payer, credentialed providers, Contractual, and agreed upon write offs
- Maintain strict confidentiality of business affairs and physician/patient information
- Perform analysis, special projects and other duties as required and assigned

## Qualifications for enrollment coordinator

- Minimum three (3) years of experience in provider enrollment work or providing administrative/customer service support
- Demonstrate excellent skills in project administration with attention to detail
- Ability to interact with tact, diplomacy and discretion
- Ability to work well in stressful situations in environments with frequent interruptions
- Ability to problem solve, make timely decisions and to handle confidential information
- Demonstrate ability to navigate PC and internet applications to conduct in-depth searches to find specific websites, guidelines and