



Example of Healthcare Specialist Job Description

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Our growing company is hiring for a healthcare specialist. 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 healthcare specialist

- 1-3 years of experience or proven ability working as an analyst, preferably in the health care industry, particularly with administrative healthcare claims and provider data preferred
- Proven experience working with Medicare and Commercial paid claims data sets
- Reasonable experience with Structured Query Language (SQL) required
- Maintains an organized day-to-day work environment handling multiple projects simultaneously
- Interpreting regulations and identifying compliance requirements
- Assessing likely risks and recommending compliant solutions that support business goals and serving as an expert
- Supporting workforce education about compliance requirements
- Assisting with benefit interpretation and drafting policy language to reflect compliance and business-driven changes
- Occasional work outside of normal work hours
- Perform other duties as assigned within the scope of responsibilities and requirements of the job

Qualifications for healthcare specialist

- Minimum requirement is High School diploma, college degree preferred
- Knowledge of insurance plans and financial classes

- Excellent decision making abilities and effective problem solving skills
- Daily Responsibilities will include telephonic outreach to targeted providers to educate the providers on data validation regulatory requirements and to secure practice information
- The expectation is to make 40 outbound calls per day, 5 per hour, averaging 12 minutes each