



Example of Healthcare Specialist Job Description

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Our company is growing rapidly and is looking 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

- Manages a lead list to meet enrollment goals
- Acts as a liaison between dialysis facilities, field operators and VillageHealth
- Consistently achieves metrics and goals set for the team, including enrollment rate and satisfaction scores
- Performs administrative tasks in support of enrollment operations
- Analyze and prioritize orders based on initial assessment of documentation and customer outreach
- Verify third party payer benefits and eligibility (online or telephonically)
- Review and analyze payer specific requirements and coverage criteria to determine required documentation and accurate billing criteria
- Call customer or field personnel to obtain missing documentation required for placement and/or billing
- Contact patient to coordinate delivery of product
- Follow-up post delivery to obtain any additional documentation to support billing criteria

Qualifications for healthcare specialist

- Candidate will be required to perform subsequent data entry of the providers updated practice information into our internal systems as needed, in addition to weekly reporting to CA leadership of telephonic outreach activities and compliance success

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- Experience in a diagnostics laboratory highly desired
- Medical ProFee Billing and CPC coding preferred