



Example of Medical Management Job Description

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Our company is hiring for a medical management. 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 medical management

- Monitor and ensure compliance of policies and procedures and data integrity / clean up efforts with respect to use of the application
- Triage authorization related issues to provide appropriate support
- Develop and communicate medical management system updates as needed
- Assist with the rollout and use of data entry system(s) in individual market
- Conduct training on the Medical Management system for all end users, new employees, and refresher courses as needed
- Responsible for the development and maintenance of all training materials and job aids
- Develops, writes, modifies and coordinates training manuals based on need evaluation of the user
- Identifies training needs based on trainer review reports, errors reports and audits
- Monitors trainees via a documentation system to measure progress and to evaluate effectiveness of training
- Coordinate training schedule with the hiring and training demands of the department

Qualifications for medical management

- Current, unrestricted RN license OR licensed social worker or behavioral health clinician (bachelors or higher level degree)

- Strong understanding of supply chain, hospital and healthcare consumerism (value-based payment models, provider and physician challenges)
- Conducts on-site visits to monitor and access process compliance
- Trains technical staff on Policies and Procedures
- Conducts training as needed on other business applications as it pertains to medical management which includes NAMMNet web application and Crystal report writer