



# Example of Medical Management Job Description

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Our company is looking 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

- Analyzes member/population data to guide and manage program direction, ensuring that members enroll in clinical programs indicated by their clinical need
  - Handles first party medical benefit claims, including fatalities and self-employed wage loss claims
  - Evaluates, processes and takes appropriate action on claim-related bills and medical, rehabilitation and special investigative reports
  - Establishes immediate contact with Policyholders and Claimants
  - Cross-functionally integrates and manages resources, including budget and headcount, to achieve MAT deliverables
  - Collects and communicates performance measures for MAT operation across the portfolio
  - Assess portfolio issues and develop solutions to ensure overall portfolio productivity, quality, and timelines are met within budget, involving other functional areas where appropriate
  - Provide daily oversight to the staff technicians
  - Ensure departmental operational functionality related to clinical claims audit, pending claims, customer service inquiries, provider reconsiderations, transplant coordination and cost savings reporting
  - Meet regulatory requirements regarding accurate and timely claims administration related to clinical/claims audit and productivity reporting
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- Detail oriented and excellent interpersonal skills and demonstrated written and verbal communication skills necessary to interact with a diverse patient population, providers and staff
- Experience with medical record keeping
- Possesses proficient PC skills and demonstrate proficient usage of various software to include spreadsheets, databases, , in addition to the ability to use highly specialized/customized software for database management and preparation
- Training and/or presenting experience with excellent communication skills and ability to teach all levels of staff
- Knowledge of current medical management business processes
- Knowledge of regulatory and health plan requirements