



Example of Provider Relations Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of provider relations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for provider relations

- Initiate responses to service provider requests, needs, updates/ and concerns
- Initiate negotiation of provider/vendor contracts, service agreements (services, terms, and pricing)
- Complete requisitions in PeopleSoft Financials for contract renewals
- Schedule and conduct/participate in quarterly provider visits
- Provide input for the provider manual
- Communicate any new or updated information regarding service provision to service providers/vendors
- Maintain the Provider Directory by Quadrants and provide to GVRA/VR staff monthly
- Ensure all providers /vendor information is up to date in GRACI System
- Complete the vendors request approvals submitted by GVRA/VR staff in GRACI
- Process payments for Community Rehabilitation Programs in GRACI

Qualifications for provider relations

- Currently enrolled as a Junior, Senior or Graduate student in an accredited college program with course work related to the internship with a minimum 3.0 GPA
- Bachelor's degree in Business Administration, Customer Service, or related field, required
- Ability to travel up to 50% within the territory of the greater Austin and San

- The incumbent must be enrolled in a degree program from a college or university or recent graduate
- Typically, this internship would occur after the student has taken most of the courses required by the degree program
- Where applicable - the degree program must require an internship as a graduation requirement (or offer as a credit option)