



# Example of Rehab Specialist Job Description

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Our growing company is looking to fill the role of rehab specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for rehab specialist

- Works with discharge planners to suggest alternative levels of care if patient is not appropriate for inpatient rehab
- Gathers any other data needed and gives it to the physician so the physician can make an informed decision on whether or not the patient is appropriate for inpatient rehab
- Develop written strategic business plan to achieve territory sales objectives
- Gather information in the territory regarding reimbursement, competitive products and any other information that would contribute to sales growth or improve IN, inc. products and services
- Organize and manage time efficiently to achieve company goals
- Participation and support of projects/ activities as directed by management
- Provide reports and information as requested by field sales management
- Coordinates credentialing, reappointment and privileging function including, providing initial applications upon physician and allied staff requests
- Maintains and assures that credentialing files meet state, federal and accrediting regulations that are consistent with hospital policies and medical staff bylaws
- Maintains system to track credentialing applications from submission to final approval by MEC and governing board

## Qualifications for rehab specialist

- Prefer one (1) year experience in third party outpatient billing/collections,

- The Office Assistant should have knowledge of billing and collection practices/ techniques and be skilled in the use of computers, particularly the Microsoft Office suite of applications
- High level of interpersonal skills necessary to interact with patients and family members of diverse backgrounds
- One year of experience working in a medical, psychiatric, nursing or child care setting, or in working with developmentally disabled persons, or in working in a correctional facility
- Solid understanding of insurance payor reimbursement, collection practices, and accounts