

Our innovative and growing company is looking for a relations rep. 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 relations rep

- Identifies and collects educational material on community networks and advocacy groups with similar missions and values and communicate the information to management
- Provide information internally to facilitate physician access to service, issues resolution and to new services, hospital staff members or patient service offerings
- Act as liaison for customer service issues to ensure physician information is received by the correct operations or administrative staff member and that issue process is being managed proactively
- Utilize market intelligence in a quantified and prioritized report for leadership to ensure overall resource allocations to correct issues and for new products/services opportunities
- Work with senior management to learn strategic messages and services for position with referring physicians
- Oversee all sales and strategies for tactical implementation of assigned goals
- Obtain, interpret and analyze physician information, utilization by physician of hospital services and services of competing hospitals, in a timely and accurate manner
- Identify key sales strategies to enhance referral relationships with the assigned physicians
- Effectively organize, assemble and arrange resources to meet goals
- Quantify tactics in activities and results for tracking and measurement of

Qualifications for relations rep

- Identify within the sales plan additional initiatives to support physician sales and organizational needs
- Responsible for correspondence and follow-up with physicians
- Proficient in AP Style writing standards
- Broad knowledge of FIS products and related services
- Reviews invoices, conducts periodic billing reviews, ensures credits, write-offs and payments are properly applied, works with assigned clients, manages director/relationship manager or billing team to resolve billing queue and to discuss available service offerings
- Works cooperatively to resolve patient care & service issues