



CLIENT ENROLLMENT SPECIALIST

POSITION SUMMARY:

The Client Enrollment Specialist is responsible for all aspects of insurance enrollment related to Medicare, Medicaid, Private Insurance and Managed Care payers. *Please Note: This position is on-site at our office in Middletown, PA.*

Primary job functions include, but are not limited to:

GENERAL RESPONSIBILITIES:

- Complete and submit all enrollments with all applicable Medicare, Medicaid, Managed Care and Private Insurance payers Maintain all practitioner and related data in exydoc's Provider Data Management platform
- Compile all necessary application information and attachments
- Maintain a Master List of all enrolled payers and renewal dates
- Work with client reimbursement personnel to ensure all applicable payers are enrolled as well as to resolve any claim denials associated with credentialing
- Track and manage applications thru the approval process
- Maintain all needed practice details for successful enrollment
- Responsible for providing high quality service to all clients as it relates to credentialing
- Promote exydoc services to existing and prospective clients
- Ensure effective communication with both internal and external stakeholders
- Interact daily with client team members to ensure accurate transfer of information
- Initiate communication with payers on behalf of our clients
- Document all interaction with payers
- Adhere to all company policies and procedures
- Conduct business in a safe, compliant and secure manner as it relates to HIPAA and patient privacy
- Other duties as assigned



POSITION REQUIREMENTS:

1. High School Diploma or GED Required
2. 3-5 years of experience in a Billing, Managed Care or Healthcare Environment
3. Working Knowledge of MS Office
4. Excellent interpersonal, written and verbal communication skills
5. Must be able to work with minimal supervision
6. Utilize effective time management principles, as well as work on multiple tasks simultaneously
7. Demonstrated respect for confidentiality and compliance standards
8. Ability to communicate effectively with staff at all levels as well as external stakeholders