

Vidacare is Growing! Grow with Us!

Provider Services Representatives

Provider Services Representatives are responsible for maintaining and strengthening relationships with network providers through face to face, written and telephonic communication. Responsibilities include visiting network physician offices and facilities throughout New York City; conducting provider orientations and education; training doctors and office staff on the Plan's policies and procedures; assisting with claims resolution, contracting new providers; interacting with the Management Team on problem resolution with regard to access and availability of healthcare services; and collecting and documenting credentialing information.

This individual will be cross-trained in all aspects of Provider Services including Provider Newsletter, Provider Manual, Provider Communications, Claims, Appeals, Access and Availability surveys and reports. An excellent opportunity for a professional to learn the healthcare insurance industry in a small setting with the support of a well-integrated team.

Qualifications

VidaCare is looking for a mature individual who is eager to learn; a team player who can work independently and has good written and oral communication skills; some business background helpful; excellent judgment essential; 2 years of managed care or health care experience preferred; Bi-lingual English/Spanish a Plus. BA Required.

Jackie Henry

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