

## **Information Systems (IS) Configuration Specialist**

Our established Medical Management Company is built on more than 100 years of collective experience in the managed care (healthcare) industry. We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients.

We are looking for a super star candidate as our full-time, on site **IS Configuration Specialist**, responsible for ensuring accurate and timely entry of Provider and Member information into the primary processing systems.

### **Principal Duties and Responsibilities (\* = essential functions):**

- Accurate configuration of new providers and updates to existing providers in the primary processing systems. \*
- Manual add and update of membership data in the primary processing systems. \*
- Assist with receipt and analysis of Health Plan Eligibility Files. \*
- Assist with the review and working of monthly Eligibility Edit reports. \*
- Obtain, read and understand provider contracts and Health Plan benefit documents.
- Assist in the maintenance of Financial Responsibility (DOFR) information including copay information and enter Health Plan Benefit data into our primary processing system.
- Accurately interprets and applies departmental policies and procedures using sound judgment.
- Manage and complete assigned Tasks in Task Management application.
- Provide cross coverage and support to other IS staff.
- Other duties as assigned.

### **Job Specifications (KSAs):**

- Strong attention to detail and accurate, efficient data entry.
- Ability to read and understand Provider contracts, health plan eligibility and benefit information and Division of Financial Responsibility matrices.
- Requires a familiarity with medical terms, practices and coding (CPT, HCPCs, ICD9/10, Revenue, etc.
- Working knowledge of all Microsoft Office applications, including Excel and Access.
- High level of professionalism with good interpersonal and communication skills.
- Able to work independently on a variety of tasks and in a team setting.
- Ability to prioritize and perform a variety of complex tasks.
- Requires the ability to speak, read, write and understand English and other general educational skills as is generally obtained by completing high school or a GED

Our leadership operates within the highest level of integrity and respect, empowering staff with a strong support system. We are offering a solid opportunity with a growing company including full benefits, paid holidays and a competitive compensation within a progressive, friendly work environment.



If you consider yourself a qualified, stellar candidate driven to demonstrate your initiative and reliability, please submit your resume with "**IS Configuration Specialist**" as the subject to [jobs@pdtrust.com](mailto:jobs@pdtrust.com).

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~