



## **IS EDI Support 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 or remote, **IS EDI Support Specialist**, Responsible to oversee EDI (Electronic Data Interchange) processes, to ensure timely receipt, processing, submission and appropriate remediation of errors.

### **Position Requirements:**

- Requires knowledge of Managed Health Care and the various processes supported by a MSO.
- Requires basic Health Care Claims knowledge and experience.
- Requires knowledge of standard file transactions such as ANSI 835, 837, 999 and CALINX/HL7.
- Requires the ability to manipulate and parse large data files.
- Requires ability to perform a variety of complex tasks requiring exercise of independent judgment.
- Requires strong attention to detail and the ability to stay focused while working on a project.
- Must be able to work on several projects at a time.
- Must be proficient with Microsoft Office applications (including Access)
- 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

### **Primary Responsibilities:**

- Responsible for ECR (Electronic Claim Retrieval) process, including file retrieval, processing, error remediation and reporting. \*
- Responsible to generate, submit and remediate errors for outbound 835 (Payment) and 837 (Encounter Data) files. \*
- Responsible for the receipt, documentation and processing of Pharmacy and Lab Results Data. \*
- Assist in the development of new EDI processes, including requirements gathering, documentation, testing and troubleshooting.
- Provide support in other areas of I.S. Department.
- Other duties as assigned.

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 EDI Support 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~