

Provider Data Configuration Analyst

Position Title: Provider Data Configuration Analyst
Position Type: Full Time
Location: Westminster, CA
Reports To: VP, Operations

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Westminster (Orange County) and New York City.

Functions & Job Responsibilities

- Responsible for accurate and timely maintenance of critical provider information on all claims and provider databases.
- Maintains critical provider information on all claims and provider databases.
- Synchronizes data among multiple claims systems and application of business rules as they apply to each database.
- Validate data to be housed on provider databases and ensure adherence to business and system requirements of customers as it pertains to contracting, network management and credentialing.
- Audits provider records for quality and financial accuracy prior to system loading and provides documented feedback as necessary.
- Prepares and in-loads provider fee sets as necessary to facilitate provider and vendor configuration in EzCap.
- Assists in configuration issues and loading of provider information ,as needed .
- Validates data prior to entry to ensure accuracy of data to be added to the system.
- Maintains provider and vendor files in accordance with contracted status and demographic changes.
- Generates and distributes Network Related Compliance/Regulatory and Accreditation reports.
- Generate Provider Related reports to facilitate and support Provider Services, Claims, and Utilization management teams, assisting with problem research and resolution.
- Assists with data preparation and maintenance of Provider Directory information.
- Must be well-organized and detail orientated. Professional demeanor. Strong customer service
- Performs other duties as assigned.

Qualifications

Education & Experience:

- Bachelor's Degree or equivalent combination of education and experience

Skills:

- Excellent skills using Excel
- Comfort with SQL and database languages
- Familiarity with basic statistics and data analysis
- Experienced in writing reports using Crystal Reports for large Database.
- Well organized, professional demeanor, with strong customer service skills.
 - Apply supervisory experience to staff management and achieving department goals

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.