

Operations Quality Auditor-Provider Enrollment Services

Amerihealth Caritas

Job Location: Philadelphia, PA

Full Time/Days

RESPONSIBILITIES:

- Under the direct supervision of the Supervisor, Manager and/or Director of Operations Quality Auditing, responsible for the timely and accurate review of various tasks performed by Operations (including, but not limited to, claims processing, call handling and member/provider data maintenance).
- Identifies system and/or operational issues hindering the attainment of quality performance standards as defined by AMFC policy and associated business rules.
- Provides issue identification, problem analysis and strategies for resolution and/or implementation to Management.
- Accurately documents audit findings in the appropriate quality tool.

EDUCATION/EXPERIENCE:

- Minimum 3 years' claims experience in a healthcare, provider enrollment, auditing and/or credentialing.
- High School/GED required.
- Bachelor's Degree (preferred) Bachelor's degree in business, Health Care Administration or related field or equivalent experience.
- Claims processing knowledge preferred, preferably with the Facets system.
- Proficient use of Microsoft programs, including Outlook, Microsoft Excel, Word, etc.
- Operational experience in health care; Facets system; medical terminology; related Medicaid/Health Care experience.

FOR MORE INFORMATION/TO APPLY:

<https://careers.amerhealthcaritas.com/us/en/job/27119/Operations-Quality-Auditor>