

Managed Care Assistant

Position Summary

Reporting to the Director of Operations and Ancillary Services Coordinator, the Managed Care Representative interacts with pediatric, adolescent and adult providers and patients regarding appointments and/or referrals to outside providers and specialists.

Responsibilities include but not limited to the following: processing necessary paperwork and delivering to the appropriate clinic, scheduling appointments for patients in a timely manner and documenting information into the health center's EMR, interacting with health insurers and their prior authorization proxies when needed, and providing necessary and appropriate insurance authorizations in the course of referral transactions and upon request. The ability to work well in a high-volume team setting a must.

Qualifications

- High School diploma or GED
- Health care administration experience
- Prior experience with an EMR preferred
- Must be organized, a self-starter and possess excellent communications skills
- Must be proficient in MS Office and other computer applications.

Bilingual candidates are encouraged to apply

For consideration, please forward resume and salary requirements to:

DotHouse Health

Attn: Human Resources Department

1353 Dorchester Avenue

Dorchester, MA 02122

Fax (617) 740-2310

dh.jobs@dothousehealth.org