

## Health Care Provider & Contract Configuration Analyst

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 **Health Care Provider & Contract Configuration Analyst**, responsible for the complex technical and analytical tasks related to the entry accurate and timely configuration of Providers and Contracts into Core Systems, and provide general technical support for our Information Systems Department at our Vista office location.

### Position Requirements:

- Ability to read and understand Physician, Facility and Ancillary contracts.
- Requires a familiarity with medical terms, practices and coding (CPT, HCPCs, ICD-10, Revenue, etc).
- Prior claims processing or coding experience a plus.
- Medical billing and coding education preferred.
- Knowledge of and experience with Medicare and Medicaid rules, regulations and payment methodologies.
- Proficient with computers and all Microsoft Office applications.
- Requires strong attention-to-detail to produce accurate and timely results.

### Primary Responsibilities:

- Review Claims, Provider Contracts and other healthcare related documents and enter data into our Core processing system.
- Responsible for accessing multiple reporting applications.
- Must be able to work independently on a variety of tasks and prioritize projects.
- Accurately interprets and applies departmental policies and procedures using sound judgment.
- Provide cross coverage and support to other IS staff.
- 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 "**Health Care Provider & Contract Configuration Analyst**" 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~