

Health Care Eligibility & Capitation 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 Eligibility & Capitation Analyst**, responsible for the timely and accurate configuration, analysis and reconciliation of Health Plan Eligibility and Capitation data via manual and programmatic processes, and provide general technical support for our Information Systems Department at our Vista office location.

Position Requirements:

- Knowledge and experience with Health Plan Eligibility, and Capitation data files and processes.
- Proficient with computers and all Microsoft Office applications.
- Requires the ability to analyze, manipulate and summarize complex data files.
- Prior Managed Care experience a plus.
- Knowledge of and experience with Medicare and Medicaid rules and regulations.
- Requires strong attention-to-detail to produce accurate and timely results.

Primary Responsibilities:

- Manage all Eligibility & Capitation file imports and exports from Core Processing System, including error handling and quality assurance processes.
- Monitor and respond to any Eligibility inquiries from Health Plans, Providers and internal staff in a timely manner.
- 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 Eligibility & Capitation Analyst**" as the subject to jobs@pdtrust.com. *Please include your rate history, submissions without it will not be considered.*

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~