



MASON WILSON

Junior Provider Enrollment Specialist

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PROFESSIONAL SUMMARY

Motivated Junior Provider Enrollment Specialist with five years of experience in facilitating provider enrollments and ensuring adherence to healthcare regulations. Expertise in managing provider documents and enhancing communication between stakeholders. Dedicated to improving enrollment processes and building strong provider relationships to support organizational success.

WORK EXPERIENCE

Junior Provider Enrollment Specialist 📅 Mar / 2022-Ongoing
Quantum Solutions LLC 📍 Phoenix, AZ

1. Prepared and submitted provider enrollment applications for Medicaid and Medicare, ensuring accuracy and compliance.
2. Managed the credentialing and re-credentialing processes for both new and existing providers.
3. Acted as the primary liaison between healthcare providers, administrative staff, and payers to facilitate effective communication.
4. Guided new providers through application processes, ensuring all required documents were collected and submitted.
5. Resolved inquiries related to provider enrollment, updates, and credentialing efficiently and effectively.
6. Conducted periodic reviews of provider licenses and malpractice coverage to maintain compliance.
7. Utilized Epic to update accounts and address claim denials, improving processing times.

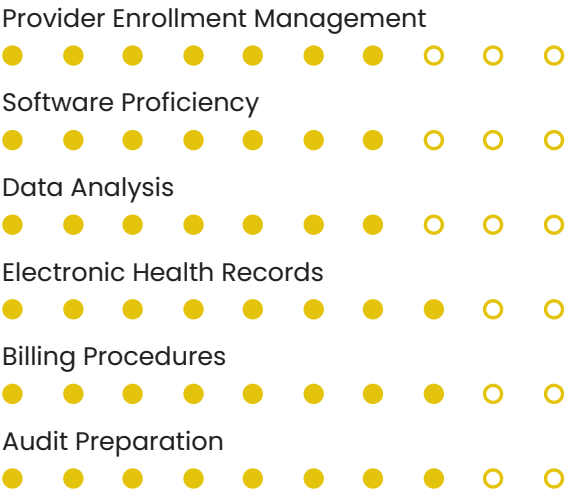
Provider Enrollment Specialist 📅 Mar / 2020-Mar / 2022
Cactus Creek Solutions 📍 Phoenix, AZ

1. Coordinated and processed provider identification numbers required by various insurance plans for payment processing.
2. Maintained accurate records for each provider, ensuring up-to-date information at all times.
3. Assisted in the initial credentialing and re-credentialing processes for providers.
4. Followed up on credentialing documentation, ensuring submission to insurance carriers met their specific guidelines.
5. Managed data entry and created databases to track provider credentialing status and compliance.
6. Communicated effectively with MD and Non-MD providers, Board members, insurance companies, and operational staff.

EDUCATION

Bachelor of Science in Health Administration 📅 Mar / 2018 - Mar / 2020
University of Southern California 📍 Santa Monica, CA
Focused on healthcare management principles, regulatory compliance, and provider relations.

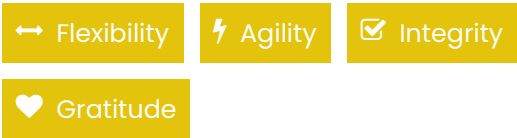
SKILLS



INTERESTS



STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Streamlined the provider enrollment process, reducing onboarding time by 20%.
- ★ Achieved a 95% compliance rate during audits through diligent documentation and follow-up.
- ★ Enhanced provider satisfaction scores by implementing feedback mechanisms.