

Robert Smith

Provider Relations Coordinator

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SUMMARY

To assist an entity, achieve its goals and objectives, enhancing skills, abilities and professional knowledge in the course of career development.

SKILLS

Microsoft Office, Excel, Internet.

WORK EXPERIENCE

Provider Relations Coordinator

ABC Corporation - March 2007 - June 2012

- Reviewed and analyzed hospitals contractual and economical negotiations according to plan policies, procedure utilization, patient coverage/benefits, comparisons on health market price range and providers proposals.
- Served as primary contact to Providers as well as to Claims Personnel, Hospital Admissions Department and Hospitals Administrators Review hospitals and physicians accreditations (Boards, Licensures, Mal Practice, Training, Patents, Joint Commission) Service the P.R.
- Reviewed & Coded Specialist Providers Department Analyze and make determinations on Provider billing methods and rates.
- Assigned price on negotiations considered as case by case Contract Loading,review new,deleted & revised codes and assign pricing rates.
- Reviewed companys policies and regulations on compliance to CMS (Centers of Medicare & Medicaid Services), FDA (Food & Drug Administration), & AMAs (American Medical Association) standards.
- Verified Providers accreditations to qualify in Companys Provider Network. (Licensures,malpractice,boards,joint commission,patents...).
- Verified Providers Tax withhold & notice of Levys information and enter the information in the IT system.

Provider Relations Coordinator

Delta Corporation - 2004 - 2007

- Develop and maintain relationships with key referral contacts in nursing home facilities, assisted living facilities and hospitals.
- Responsible for meeting with families of potential hospice appropriate patients and explaining the legalities of the consent forms.
- Ensured that relationships were established and maintained between the network and contracted providers, employer groups, claims payers and members.
- Performed physician contracting, public relations, marketing and customer service functions.
- Coordinated the credentialing process for the provider network.
- Performed special projects such as directory and provider reference manual revisions.
- Create and maintain provider files, assist with post credentialing committee contract preparation.

EDUCATION

B.A. in Business Administration - August 2002(AMERICAN UNIVERSITY OF PUERTO RICO)