



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **PROVIDER ENROLLMENT SPECIALIST**

**Department:** Provider Relations  
**Reports To:** Provider Enrollment Supervisor  
**Closing Date:** Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

**SUMMARY OF JOB:** Under the direction of the Provider Enrollment Supervisor, the Provider Enrollment Specialist updates and maintains provider files and resolves claims in relation to provider maintenance issues. This is a full-time, non-exempt position. Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

#### **PRIMARY RESPONSIBILITIES:**

- Updates and maintains provider databases, adds affiliations, and updates address lists.
- Resolves claims in relations to provider enrollment issues.
- Communicates with providers by phone and through written correspondence to resolve provider enrollment issues and to secure supporting documents for creating and maintaining provider records.
- Works with other departments to fulfill requests for changes or additions to provider records.
- Inputs data using database software on a personal computer.
- Documents the claims system for routing provider issues to other departments.
- Assists in 1099 process.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

- High school diploma or general education degree (GED); plus six months related experience and/or training; or equivalent combination of education and experience.
- Experience using a complex database and spreadsheet software desirable.
- Proficient with computer keyboard including ten key.(typing skills of 50 wpm., ten key skills 8,000 KPH)
- Ability to work independently, prioritize and organize workload.

#### **APPLICATION PROCEDURE:**

Internal candidates submit an Application for Position Vacancy to Margaret DuKatz. External candidates apply online at <https://emihealth.com/emi/about/opportunities>.

***Current employees must have completed their six month probationary period before applying for any position vacancy and must be “Meets” or above on their last performance review.***