



Provider Data Configuration Associate

Position Title: Provider Data Configuration Associate

Position Type: Full Time

Location: Remote

Reports To: Business Operations Technical Support Manager

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

Job Summary

Responsible for assisting in creating and maintaining corporate approved letters using Napersoft, Word, and SQL. In addition to maintaining letters, may be responsible for accurate and timely maintenance of critical provider information on all claims and provider databases. Maintains critical provider information on all claims and provider databases. Synchronizes data among multiple claims systems and application of business rules as they apply to each database.

Functions & Job Responsibilities

- Assists in configuration and creating letters.
- Validates data prior to entry to ensure accuracy of data to be added to the system.
- Maintains provider and vendor files in accordance with contracted status and demographic changes.
- Generates and distributes Network Related Compliance/Regulatory and Accreditation reports.
- Generate Provider Related reports to facilitate and support Provider Services, Claims, and Utilization management teams, assisting with problem research and resolution.
- Assists with data preparation and maintenance of Provider Directory information.
- Must be well-organized and detail orientated. Professional demeanor. Strong customer service
- Performs other duties as assigned.

Education & Experience

- Bachelor's Degree or equivalent combination of education and experience, preferred

Knowledge/Skills/Abilities

- Excellent skills using Excel and Word
- Comfort with SQL and database languages
- Familiarity with basic statistics and data analysis
- Well organized, professional demeanor, with strong customer service skills.



Physical & Working Environment

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.