



KEY MEDICAL GROUP, INC.

3335 S. FAIRWAY VISALIA, CA 93277 (559) 735-3892 FAX (559) 735-3894 OR (559) 734-6203

Foundation for Medical Care is seeking a full-time Managed Care Specialist who will perform various secretarial and administrative duties within the Managed Care Department. Primary responsibilities include, but not limited to run reports and process Provider Adds based on claims received, collect and analyze data, create reports that support their findings, act as a resource to team members and liaison between members and providers. Be able to troubleshoot and correct process when necessary. Work requires use of initiative and independent judgment. Due to sensitive, complex and confidential nature of the business, knowledge and compliance of HIPAA is a must. Will report primarily to the Managed Care Operations Manager, but may work for several department professionals, division heads, units, or managers.

Work Schedule: Mon-Fri: 8am-5pm

Requirements:

At least 2-3 years' experience in a physician office or health insurance related field. IPA or Managed Care setting experience is preferred.

Must have strong computer, critical thinking, and applied judgment skills

Must be proficient in basic MS Office programs especially Word, Excel, and Outlook. Experience and knowledge of MS Access preferred.

Must be able to demonstrate and utilize simple formulas, pivot tables, and charts in MS Excel.

Must be able to prioritize tasks to meet deadlines, great organization skills, detail oriented, highly motivated, and self-starter.

ICD-9/ICD-10/CPT codes and medical terminology knowledge a plus

Experience with processing and reconciling medical claims

Knowledge and implementation of Medicare or Medicare Advantage lines of business

Must pass drug and skills assessment tests.

Education:

High School Diploma

Degree/certification/continued education in Health Information Technology or Healthcare Administration a plus

We offer a competitive compensation package, benefits package, and a pleasant work environment. Our current benefit package include, health insurance (medical, dental, and vision), 401K, Life Insurance, Flexible Spending Account (medical and daycare), vacation, sick and holidays.

Job Type: Full-time

Pay: \$15.00 - \$16.50 per hour