

PROVIDER RELATIONS REPRESENTATIVE Dallas, TX



Summary:

Individual will be responsible for developing, contracting, training, servicing and maintaining our dental provider networks in the Dallas, TX region.

Essential Duties and Responsibilities:

- Completes all recruitment activities for both General and Specialty Care Provider Networks to achieve goals
- Completes the provider application process including
 - Contract negotiation
 - Credentialing, including Facility Reviews
 - Document preparation and submission for database updates
- Completes all provider education, initial training and on-going support
- Provides on-going provider service
- Completes department reports as directed
- Establishes and maintains strong provider relationships to assure stable networks
- Follows up provider service inquiries within one business day and on an as-needed basis.
- Assists with projects on an as-needed basis.
- Prepares various internal and provider-specific reports as needed.

Education and/or Experience:

- Minimum three years Dental Office or healthcare company experience
- Knowledge of dental terminology
- Valid State driver's license with ability to travel
- H.S. diploma or equivalent required with some college course work or technical training.

Specific Skills/Knowledge:

- Advanced computer skills: MS Office, Word, Excel, Outlook
- Minimum typing speed of 45 wpm
- Excellent verbal and written communication skills
- Must be very detail oriented
- Must be able to multi-task