



## Provider Relations Representative – External

### ESSENTIAL FUNCTIONS:

- 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 within one business day and on an as-needed basis with providers.

### ADDITIONAL RESPONSIBILITIES:

- Assists with projects on an as-needed basis.
- Prepares various internal and provider-specific reports as needed

### JOB QUALIFICATIONS:

- Minimum three years Dental Office or healthcare company experience
- Knowledge of dental terminology
- Valid State driver's license with ability to travel
- 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
- H.S. diploma or equivalent required
- Must be able to multi-task