



CAREER OPPORTUNITY POSTING

CONSOLIDATED SERVICES GROUP, INC.

Office Location: HAMILTON
Position: NETWORK OPERATIONS COOR.
Reporting to: LISA SANTORO
Date of Posting: June 10, 2010

Description of Position:

- Respond to and resolve provider's inquiries and complaints by interfacing with CHN's departments to expedite resolution of these issues
- Analyze and report on issues and trends
- Research and respond to network related inquiries from internal customers
- Participate in internal and external recruitment of providers
- As needed, educate and update providers telephonically and/or in writing on CHN policies and procedures and encourage provider compliance with CHN Provider Agreement
- Receive, log and assist with Out-of-Network negotiations
- Provide copies of provider agreements for arbitration purposes and provider request
- Gather and maintain network operations information and data and coordinate timely department responses to RFP's, RFI's, etc
- Process provider terminations for direct contracts, IPA's, IME's and EPO providers according to internal policy
- Prepare monthly reports, performance grids and Department newsletter
- Represent network operations for interdepartmental meetings
- Update department policies and procedures as needed and in accordance with state requirements and URAC standards
- Prepare GeoAccess reports as requested

Qualifications:

Required:

- Experience interfacing with physicians/providers in a healthcare setting, health insurance company or managed care company
- Working knowledge of provider recruitment
- Good verbal and written communication skills
- Excellent PC skills; Word, Excel

Preferred:

- Knowledge of CACTUS software

All Interested candidates please submit your resume AND salary requirements to:

CSG Human Resources
300 American Metro Blvd. Suite 170
Hamilton, NJ 08619
Fax: 609-631-7242
Email: CSGjobsNJ@conservgrp.com