

Provider Relations Assistant

The Opportunity:

This position supports the department in its contracting efforts and is responsible for maintaining all systems related to the collection and recording of essential provider data, including registration of practitioners and provider entities, loading and updating contract information, as needed.

The Responsibilities:

1. **Supports Provider Contracting:** This position is responsible for the accurate implementation of provider contracts, including the interpretation of financial terms and the registration of healthcare practitioners into the contracting database. Communicates important contract changes to others within the organization. Serves as a point of contact for provider office business and credentialing staff regarding the registration of healthcare practitioners.
2. **Assist Provider Contracting Staff:** Assisting provider contracting staff in communications with prospective providers as needed, leading/coordination of provider mailings as appropriate, and the creation and distribution of business communications to a variety of audiences.
3. **Departmental Projects:** Working collaboratively with other staff, this position helps with the directory verification project, sends executed agreements to providers, helps with the annual contract renewal process and assists with miscellaneous projects as needed.

The Requirements:

The ideal candidate will be detail-oriented, demonstrate initiative, display strong teamwork, be able to solve problems, be open to new ideas, be able to meet deadlines and possess good written and oral communication skills. Intermediate proficiency with MS Word and Excel required. The role requires three years related experience, preferably in health care business operations, health insurance or credentialing. An associate degree in a related field is desired.

The Organization

Celebrating 25+ years as a not-for-profit, employer-owned cooperative, The Alliance exists to help our members manage their health care costs, improve quality and engage individuals in their health. We serve more than 240 employers in Wisconsin, Illinois and Iowa and contract with more than 18,000 health care providers and specialists across that region. We provide information and resources to help members make health care purchases based on value and create healthier workforces.

In this role you'll be backed by a strong sales, member services, marketing, customer service, technology and administrative teams. You'll be part of an organization with high levels of employee engagement. The Alliance is mission-driven, member-centered, respectful, and supportive of team members.

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Location/Compensation/Benefits

The Alliance is in a modern facility in a new section of the Fitchburg Technology Campus located on the south side of Madison. The organization is friendly and informal yet professional. A competitive compensation and benefits package is provided, including health/dental/vision/life insurances, Staff Incentive Bonus program, 401(k), and annual Continuing Education and wellness benefits.

More Information / How to Apply

To learn more about The Alliance visit the [About Us section of our website](#).

Interested applicants should apply [here](#).