



SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM

JOB LEAD

Company: TriWest Healthcare Alliance

DATE OPEN: 9/21/2016

DATE CLOSE: 11/3/2016

Job title: Outbound Patient Services Representative

Location: Nashville, TN

Position Status (part time/full time): Full Time

Number of Vacancies: 25

SALARY: \$14 .00 - \$16.00 an hour

SKILLS/DUTIES: Place outbound calls to Veterans, providers and other customers to obtain and communicate appointment information. Ensures accurate data entry and completion of authorization data from referral/authorization forms, medical documentation, existing data contained in the TriWest medical management system and customer information. Contacts providers to obtain missing medical documentation to assure compliance with timeliness. Works in a detailed, multi-tasked and disciplined environment.

Education and Experience: High School Diploma or G.E.D.; 1+ years' experience working in an inbound/outbound call center and/or medical appointment. Proficient with Outlook, the internet and online systems; Knowledge of medical terminology. **Preferred:** 1+ years of college or equivalent experience; Managed Care experience.

Additional Information:

How to apply: Apply online at the TriWest website: www.triwest.com

Point of Contact: Linda Lydia

Signature *Linda Lydia*