



## EDI ENROLLMENT SPECIALIST

### Job Specification

#### WHO WE ARE

Encoda LLC is a technology enabled services company that has developed patented revenue cycle management tools over a 30-year time period that enhance the billing cycle. This technology is at the heart of our services and what separates us from all other RCM companies. The industry has gone past the point where a smart, experienced employee can make all the difference. In today's world of complex reimbursement, you must have both the right people and the technology to maximize revenue and timely payments.

Encoda recently completed a private equity recapitalization with Hughes & Company, positioning Encoda to accelerate Encoda's development of its rules-based workflow and analytics software and expanding use to other areas of the healthcare reimbursement cycle that continue to plague physician groups.

#### WHO YOU ARE

Encoda's EDI ENROLLMENT SPECIALIST will work with clients, clearinghouses, and payers to complete and track EDI claims, remittance, and electronic funds transfer payer enrollments. We have clients in over 30 states. The position will also submit updates on each client's enrollment status and update and revise internal documents as needed. The position will also develop a working knowledge of payer policies for multiple states and help build a knowledge base for payer requirements and forms.

Our ideal candidate is a self-motivated and results-oriented individual, able to work independently in a remote environment. The candidate should have an attention to detail and be able to communicate in a concise manner to clients and other team members. The position needs excellent follow up skills and the motivation to see enrollments and projects to completion. Healthcare experience is preferred, and revenue cycle knowledge is a plus.

#### A DAY IN THE LIFE

- Help develop payer plans for client enrollment purposes
- Interact with product services, customer success managers, the project management office, and clients on a regular basis
- Determine payer enrollment needs for each client for claims, ERAs, and EFTs and track those enrollments to completion
- Use an enrollment tracking tool and payer/clearinghouse portals
- Document payer requirements in the internal knowledgebase
- Troubleshoot client enrollment issues

#### COMPETENCIES

At Encoda, we are big believers in competencies. Competencies are not the same as technical skills or experience. Technical skills describe 'what' you do, whereas competencies describe 'how' you do it. The following list describes the competencies required for success in our EDI Enrollment Specialist role.

- **Interpersonal Skills:** Builds and maintains productive and cooperative relationships with internal and external stakeholders.



- **Perseverance:** Maintains focus and sees projects through to completion.
- **Organization:** Able to organize work and knows how to prioritize.
- **Business Acumen:** Understands how healthcare provider practices work, the systems used, and the overall revenue cycle billing process.
- **Attention to Detail:** Thoroughly accomplishes tasks with the utmost attention placed on accuracy in all areas involved, no matter how small. Possesses a strong ability to focus amidst continuous distractions.

#### WHAT YOU WILL BRING TO US

- High school diploma or equivalent education.
- Basic Computer Skills required (MS Office Preferred).
- Prior EDI Enrollment experience preferred but can train the right person.
- Medical or Health Insurance background preferred.

#### WHAT YOU WILL GET FROM US

- Competitive salary
- Market competitive healthcare coverage, including medical, dental, vision, life, disability insurance, and 401k
- 100% remote environment
- Flexible PTO policy designed to create work/life balance
- The opportunity to be a part of a leading Revenue Cycle Management organization with a strong mission and set of values
- A place where your ideas are wanted and matter
- A friendly environment where we genuinely like each other

Encoda is an equal opportunity employer and offers competitive compensation and benefits package. To apply, please send a **resume** to [vicki.allen@encoda.com](mailto:vicki.allen@encoda.com).