

Provider Services Representatives

Reveleer is a fast-growing start up based in Glendale, CA. We empower managed care organizations nationwide to take control of their Risk Adjustment and Quality Improvement initiatives to improve quality of care and optimize revenue performance.

We are seeking temporary Provider Services Representatives in our Glendale, CA office to coordinate and collect medical records from provider offices, medical groups and other medical facilities and/or entities.

What You'll Do:

- Meet or exceed individual production targets as defined by management (i.e. calls per day, addresses contacted, records retrieved, etc.)
- Identify opportunities to increase personal impact and drive superior client results
- Communicate with provider offices, clients and internal resources
- Schedule field tech resources when required
- Accurately post or transcribe data into the database

About You:

- Customer service experience making outbound calls preferred
- Scheduling experience, knowledge of HIPAA regulations, understand medical terminology preferred
- Highschool diploma required
- Be able to read, write and speak English
- Proficient in Microsoft Office
- Type a minimum of 40 WPM

Please submit resume to careers@reveleer.com

Reveleer is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, gender identity, sexual orientation, age, marital status, veteran status, disability status or genetic information, in compliance with applicable federal, state and local law.