



Current Openings - ALL Positions Full-time

CLINICAL SERVICES

Title: Clinical Reviewers - Work from Home Opportunities Available

Location: Bluffton, SC; Colorado Springs, CO; Wappingers Falls, NY

Description: Clinical-certification activities, which include capturing telephone requests for authorization of radiology services from physician offices/and or imaging centers, evaluating requests against established clinical protocols and authorizing services or referring requests for expert clinical review as appropriate.

Requirements: Registered Professional Nurse, Licensed Practical Nurse, or currently Licensed Health Professional and previous clinical and managed care experience

To Apply: Email careers@carecorenational.com with subject: Clinical Reviewer

Title: Clinical Appeals Supervisor

Location: Bluffton, SC

Description: Responsible for daily management of the Reconsideration/Appeals department. Will act as a liaison for the medical directors and the pre-certification departments on projects to improve ICMU efficiency and compliance. Maintain knowledge of policies and procedures of clinical certification and medical review, as well as the policies of contracted health plans and client organizations for CareCore National.

Requirements: Senior Registered Nurse, currently licensed. Clinical and managed care experience required. Knowledge of industry regulatory requirements and the principles and procedures of utilization management. Strong communication and analytical skills are essential.

To Apply: Email careers@carecorenational.com with subject: Clinical Appeals Supervisor

Title: Clinical Pathway Developer

Location: Bluffton, SC

Description: We are looking for an individual with healthcare knowledge and information technology expertise to serve as a Clinical Pathway Developer. In this position, you'll have ownership over CareCore's on-line clinical pathways to ensure they are aligned and in compliance with our policies, health plan contracts, and legal requirements. You will also serve as a point of contact for the Chief Medical Officer in managing our on-line clinical pathways for one or more specialty applications.

Requirements: The successful candidate will have experience in healthcare, preferably in a managed care setting. Project management experience with a focus on technical applications is required. Strong communication and analytical skills are essential.

To Apply: Email careers@carecorenational.com with subject: Clinical Pathway Developer

Title: **Medical Directors - Board Certified**

Location: Work remotely, from home, or in the Bluffton, SC office

Description: Evaluate medical necessity requests for imaging services that do not meet utilization review criteria.

Requirements: Board certified in area of specialty with a valid license to practice in the United States without restriction as a doctor of medicine or doctor of osteopathic medicine.

To Apply: Email careers@carecorenational.com with subject: Medical Director

PROGRAM OPERATIONS

Title: **Program Leader**

Location: Bluffton, SC

Description: Responsible for oversight of CareCore National programs, analysis of related business processes, and recommendations for business process improvement. Serves as the interface between senior management and IT resources to develop application solutions to support business processes.

Requirements: Significant project management experience with a focus on IT application development processes; health care management experience is a plus. Understanding of business processes and data analytics is preferred. Candidate must possess excellent verbal and written communication skills, organizational skills, and an ability to work collaboratively across the organization.

To Apply: Email careers@carecorenational.com with subject: Program Leader

Title: **Program Lead – Lab Management**

Location: Bluffton, SC

Description: We are looking for an individual with healthcare knowledge and project management expertise to serve as a Program Lead for our lab and pain management programs. In this position, you'll have ownership over the implementation process for new programs and health plan contracts.

Requirements: The successful candidate will have experience as a laboratory technician, medical technician, LPN or RN. Other acceptable experience would include management of lab relationships for a health plan. Strong project management experience, analytical skills, and communication skills are required. The successful

candidate will also possess expertise with computer software applications (Microsoft Office products, Visio, etc.).

To Apply: Email careers@carecorenational.com with subject: Program Lead (Lab).

INFORMATION TECHNOLOGY

Title: Help Desk Operations Manager

Location: Bluffton, SC

Description: We are currently looking for a Manager to oversee IT Help Desk Operations. The position is located in our Bluffton, SC office but manages operations across three office sites and over 350 remote users. Responsibilities include resolution of end user issues including but not limited to: PC/desktops, Avaya/AT&T, and Citrix client.

Requirements: 10+ years in IT customer service/support roles and 5+ years leading a helpdesk. Candidate must have experience with building or at least growing and maturing a helpdesk function. In addition, having experience with helpdesk software package evaluation and implementation and asset, incident and problem management. HDI membership and/or certification a huge plus as well as experience implementing SLAs, deploying and building a knowledge base, and Microsoft and ITIL certification.

To Apply: Email careers@carecorenational.com with subject: Help Desk Operations Manager

Title: Help Desk Technician – MCDST Certified

Location: Bluffton, SC

Description: Provide in-house and remote end user support for LAN of 700+ Windows XP Pro based desktops and thin clients. Work help desk tickets and maintain help desk system. Maintain documentation of problems found, identify and report potential problems and trends. Assist the System Administrator with maintaining daily operational functionality of the company's systems as required. Multiple shift positions available.

Requirements: MCDST or higher certification required. Must have excellent oral and written communications skills. Must be customer oriented, and able to deal with deadlines. Experience with Norton Ghost, Right Fax, and Active Directory is a plus.

To Apply: Email careers@carecorenational.com with subject: Help Desk Technician

Title: QA Analyst

Location: Bluffton, SC

Description: Responsible for creating and executing test scripts through the testing process. The Quality Assurance Analyst will work closely with the development team to complete all testing activities, establish processes and improve quality and efficiency. Interact with developers and management while building requirements documentation. Understand and document key IT solutions such as Document Generation facility.

Requirements: Associates or Bachelors degree in Information Systems, Computer Science, or equivalent experience. Experience with automated and manual testing required. Knowledge of healthcare processes, functions and data. Successful candidate must have strong interpersonal skills both written and oral. Attention to detail. Experience in software testing as an end user (UAT) or internal member of IT development function preferred. Experience with SQL and Scripting desired.

To Apply: Email careers@carecorenational.com with subject: QA Analyst

DATA ANALYTICS

Title: **Data Analytics Manager**

Location: Bluffton, SC

Description: Responsible for managing all data analysis processes supporting new contract pricing, existing client utilization management, referring and rendering provider profiling and other reporting requirements critical to contract compliance. The Manager of CareCore's Data Analytics team is responsible for providing leadership and guidance to the data analytics team in their use, manipulation and understanding of CareCore's transactional data.

Requirements: Minimum of 3-5 years of experience in data analysis and/or technical knowledge; a Bachelor's degree in Computer Science, Mathematics, Finance or a related field; and Advanced skills in MS Access, Word, Excel, and SQL. Excellent written and verbal skills required; managed care or other healthcare industry experience required. Demonstrated success in leading small teams is also required.

To Apply: Email careers@carecorenational.com with subject: Data Analytics Manager

Title: **Data Analytics Specialist**

Location: Bluffton, SC

Description: Responsible for analysis supporting new contract pricing, utilization management, provider profiling and contract compliance. Analyze data from CareCore's information systems to assist other staff in their use, manipulation, and understanding of CareCore's data.

Requirements: Minimum of 1 year of experience in data analysis and/or technical knowledge; a Bachelor's degree in Computer Science or related field; and Advanced skills in MS Access, Word, Excel, and SQL. Excellent written and verbal skills required; managed care experience preferred.

To Apply: Email careers@carecorenational.com with subject: Data Analytics Specialist

OTHER

Title: Sr. Account Manager

Location: Bluffton, SC

Description: We are looking for a seasoned professional to lead a team responsible for managing the relationships associated with new and existing clients. In this position, you'll work across the organization to support contract implementation, address and resolve issues, manage contract compliance, and manage the overall relationship of CareCore National with one or more of its major health plans. The ideal candidate will have demonstrated the appropriate leadership, organizational, and technical expertise associated with success in a fast-moving, dynamic environment.

Requirements: The successful candidate will have a Bachelors Degree in Business or Health Services Administration and/or equivalent work experience. Excellent organizational, analytical, communication, and presentation skills are required. Proficiency in Microsoft Office software is a must. Previous managed care experience is desirable but not required.

To Apply: Email careers@carecorenational.com with subject: Sr. Account Manager

Title: Sr. Credentialing Coordinator

Location: Bluffton, SC

Description: Responsible for oversight of daily credentialing activities which include preparing documentation for Recommendation Review Meetings, reviewing credentialing documents, generating letters of request for credentialing material, maintaining the networks and working with other team members in the role of mentoring and training.

Requirements: Must possess the ability to work in a fast paced environment under tight timelines. Attention to detail with strong organizational skills. Supervisory experience is helpful with a background in provider networks. Proficiency in Microsoft Office Suite required.

To Apply: Email careers@carecorenational.com with subject: Sr. Credentialing Coordinator

Title: Claims Manager

Location: Bluffton, SC

Description: Responsible for the coordination of work and oversight of the Claims Operation. The Manager of Claims role is to motivate and guide staff to meet or exceed the goals and objectives of the Company. Key responsibilities include: Delivering excellent service to our health plan clients; ensuring the Claims Operation maintains compliance with all internal Policy and Procedures, contractual requirements and external Federal and State regulations; Administration of personnel issues; Monitoring and reporting on work quality and productivity of staff.

Requirements: BS/BA or equivalent work experience. Possess previous supervisory experience leading and managing staff, knowledge of Medical Claims, CPT Codes, ICD-9 codes, and terminology. Familiarity with Medicare,

Medicaid and Commercial Health Insurance Claims. Successful candidate will have strong communication, both oral and written as well as strong organizational skills. Proven ability to effectively operate in a growing, fast-paced environment

To Apply: Email careers@carecorenational.com with subject: Claims Manager

Title: **Provider Relations Manager**

Location: Wappingers Falls, NY

Description: We are looking for a seasoned healthcare professional to manage our Provider Relations Department. In this position, you'll be responsible for all Provider Relations activities regarding contracting physicians and medical office personnel. You'll supervise a team of provider relations professionals; you and your team will act as CareCore's liaison with contracting physicians and healthcare facilities.

Requirements: Bachelors Degree in health Services Administration and/or equivalent work experience, with Provider Relations experience in a similar business environment. Previous supervisory experience is strongly preferred. Project management expertise and excellent communication and presentation skills are essential. Proficiency with Microsoft Office products is also a requirement.

To Apply: Email careers@carecorenational.com with subject: Provider Relations Manager