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| Job Title: | Managed Care Specialist | Job Code/ Req#: | 63029 |
| Department/Group: | TN TennCare | Position Type: | Contract |
| Duration : | 01/13/2025 - 06/30/2025 | Date Posted: | 11/20/2024  |
| Expenses Allowed | No | Posting Expires: | 11/25/2024 |
| **Location :** | On Site**Address** Candidate Must Be Local | **Quantity Requested :** | 35 |
| **Level/Salary Range :** | $22/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**7.5**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 4:30PM State of Tennessee Official Standard Office Hours Yes **Description**Our Client is looking to hire a Managed Care Specialist for a hybrid role. No duplicate submissions Our Client provides their workforce with a hybrid work environment. Most positions have a combination of work from home and work in the office, which varies by position, department, and business need. Training is extensive, up to 6 weeks prescheduled, virtual / in-office (by supervisor request), and contractors must attend training every day to build proficiency. No Preplanned PTO will be approved during training weeks. All candidates **MUST** be local to middle TN and able to commute to our Client’s office in Nashville, TN as needed. The work hours and schedule are M-F with standard 7.5 hours per day/max, 37.5 hours per week. **Key Responsibilities** · Determine individual and family eligibility for our Client’s care programs. · Assist in coordinating and communicating schedules to internal/external Clients. · Conduct client interviews, collect facts and information, and compile case data to providerecommendations to an attorney. · Timely management of casework, including proper documentation and case resolution.Provide legal research, analysis of legal papers, and draft legal documents. Document findings accurately. · Work efficiently / effectively in multiple databases to extract information. · Attend workgroup meetings and participate in discussions. · Assist leadership team, as necessary. **Requirements and Skills** · Must have a bachelor’s or associate degree. · A background in Paralegal studies is a plus. · Work experience in a Legal environment a plus. · Customer service or call center experience a plus. · Proven technical skills (e.g., Microsoft Word, Excel, Outlook, PowerPoint, SharePoint, etc.). · Excellent time management skills with the ability to prioritize work to meet specific deadlines with minimal supervision. · Excellent verbal and written communications skills. · Keen attention to detail and adherence to deadlines. · Strong time management, note-taking, email organization, and distribution skills. · Critical thinking and problem-solving skills. **Other Important Information** · The position is a hybrid position in downtown Nashville, TN. The contractor will work onsite and remotely based on the team’s schedule. · The position is contract for 12 months with an opportunity to be extended.**Qualifications**

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| **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** |
| Education | Others | Bachelor's or Associate's Degree | Must have a bachelor’s or associate degree | Proficient (4-6 Years) | Yes |
| Skills | Others | Critical thinking and problem-solving skills | Critical thinking and problem-solving skills | Proficient (4-6 Years) | Yes |
| Skills | Others | Communication Skills | Excellent verbal and writtencommunications skills. | Proficient (4-6 Years) | Yes |
| Skills | Others | Microsoft Office | Proven technical skills (e.g., Microsoft Word, Excel, Outlook, PowerPoint,SharePoint, etc.). | Proficient (4-6 Years) | Yes |
| Skills | Others | Paralegal | A background in Paralegal studies is a plus. | Novice (1-3 Years) | No |

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| Reviewed By: | Swathi G | Date: | 11/20/2024 |
| Approved By: | Ram S | Date: | 11/20/2024 |
| Last Updated By: | Swathi G | Date/Time: | 11/20/2024 |