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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 provide  recommendations 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**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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 written  communications 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 |