



Position Description

Title: Senior Consultant

Practice Area: Enrollment

Reporting to: Vice President, Revenue Management Practice Area

Summary of Position:

The Senior Consultant participates in various consulting engagements by providing subject matter expertise with respect to Medicare Advantage enrollment and reconciliation operations. In addition, the Senior Consultant provides a high level of support and guidance with respect to software solutions offered by Gorman Health Group (GHG) to clients and prospective clients. Candidate will also possess the ability to analyze, interpret and audit enrollment related functions.

Summary of Duties and Responsibilities:

- Demonstrates subject matter expertise with a proven track record of successful enrollment processing leadership within the Medicare Advantage program
- Demonstrates knowledge and experience in evaluating compliance to CMS audit elements and other requirements through the review of case samples, documentation and interviews
- Determines client needs by evaluating, developing and implementing assessment tools and techniques
- Provides consultative expertise and guidance that promotes a best in class consulting and solution service from GHG to the client
- Manages a client's needs and expectations in relation to the engagement's scope of work
- Able to articulate issues and needs clearly to client and internal parties, both verbally and in writing



- Can meet all deadlines with attention to detail
- Can work and succeed in an entrepreneurial environment with multiple demands



Experience:

- 5-10+ years of experience working with the Medicare managed care program in the areas of enrollment and regulatory requirements
- Bachelors degree or equivalent experience, Masters preferred
- Ability to travel up to 60-70% of the time; some weekend travel required
- Strong proficiency with MS Office Suite

To apply:

Send your resume and coverletter to jobs@gormanhealthgroup.com

Disclaimer:

The statements in this position description are intended to describe the general nature and requirements. This description is not an exhaustive list of the all the responsibilities, duties and skills required.