

A UNIQUE OPPORTUNITY

Quorum is currently seeking a **Reimbursement Specialist**.

The **Reimbursement Specialist** will join a team of colleagues in responding to patient and provider inquiries, researching answers to complex reimbursement questions, and developing reports and written deliverables in support of reimbursement issues to Quorum's broad array of clients. This Reimbursement Specialist position is a full-time position, with a daily start time of **6 AM PST**.

WHO WE ARE

Quorum Consulting is a fast-growing consulting firm, providing health economics and reimbursement services to pharmaceutical, medical device, and biotechnology companies. Located in San Francisco, our services range from early concept pre-launch marketing strategies to working with managed care organizations and public health insurers to develop policies affecting the use and payment of our clients' new therapies or diagnostics.

WHO YOU ARE

You *must* possess the following:

- Related healthcare reimbursement experience
- Relevant call center and/or customer service experience
- A high tolerance for ambiguity (i.e., can work and problem solve with limited guidance/direction)
- Proficiency in Word, Excel, and database software
- BA/BS degree in life sciences field

THE DETAILS

Primary responsibilities

- Provide reliable, consistent morning phone coverage for reimbursement hotline programs
- Provide customer-focused support for patient and healthcare provider reimbursement inquiries and obstacles
- Assist with development of standardized reports and innovation of new reporting tactics
- Learn and become competent with reimbursement concepts and product information quickly
- Assist with development and update of SOPs and training materials; facilitate training for subsequent team members
- Communicate clearly and effectively with internal team members and client/vendor contacts

Essential attributes

- Superior organizational skills with the ability to adapt and adjust to changing priorities
- Ability to plan, prioritize, and manage multiple project simultaneously and effectively in a fast paced environment
- Must be detail-oriented, dependable, goal-driven, and customer service focused
- Excellent verbal and written communication skills to communicate effectively with patients, customers, clients, and staff at all levels
- Must be self-motivated and proactive, with a strong sense of accountability
- Ability to work independently and in a team setting

CONTACT US

If you are ready for an exciting challenge, please send your cover letter and resume immediately to jobs@quorumconsulting.com, and indicate "**Reimbursement Specialist**" in the subject line.