



New Business & Renewal Analyst

Date Updated:101609

Department/Company: WellNet Healthcare Administrators

Classification: Full-Time, Salaried, Exempt

About WellNet Healthcare

WellNet, a healthcare technology company, enables businesses and their executive management team to finally measure, manage and reduce their healthcare costs today by finding and fixing problems using real-time healthcare information to make better business decisions.

With an emphasis on information management, WellNet has launched the Point to Point Healthcare suite which brings together all of the stakeholders in healthcare in a single social network environment, supported by intelligent business tools and services. The components in this secure, integrated system links healthcare providers, their patients and plan administrators via an online network that allows various healthcare touch points to communicate, multiplying their efficacy due to incorporated intelligence.

Position Description

The New Business & Renewal Analyst has primary responsibility for organizing, tracking and preparing of all TPA and Self Funded Prescription request for proposals. Individual will accept, analyze, and properly classify complex applications while remaining responsive to competitive pressures on sales and persistency.

This is a key position in the organization with tremendous opportunity for growth.

Responsibilities:

- Prepare and underwrite all Self Funded Prescription request for proposals.
- Analyze and complete all Third Party Administration request for proposals. This includes obtaining the appropriate network geo access reports, excess loss quotes and pricing with regards to the administration fees.
- Communicate directly with brokers regarding specifics pertaining to the RFP's.
- Assist the sales reps during the prescription sales process. This includes conference calls to discuss the underwriting philosophy and/or assumptions used to determine the overall estimated percentage of savings.
- Assist the sales reps during the TPA sales process. This includes meetings and conference calls to discuss the TPA for such items as pricing, reinsurance, networks, medical management, system capabilities, etc.
- Prepare spreadsheets and create presentations within specified renewal deadlines.
- Partner with Sales Team to continuously improve intake process and underwriting guidelines.
- Review submissions for completeness, accuracy and acceptability of risks.
- Obtain supplementary information as needed to effectively evaluate and project cost values of WellNet programs.
- Provide reports to management, write procedural memoranda and assist in training and coaching other underwriting team members. Establishing underwriting policy and procedures.



Qualifications:

- At least 3-5 years experience working within a TPA environment.
- Advanced underwriting skills required.
- Strong background and work experience in claims and customer service.
- Excellent computer skills and proficient in excel, word, access and outlook.
- Excellent communication skills both verbal and written.
- Ability to handle multiple tasks and to prioritize accordingly

This position offers competitive compensation package, including health benefits, 401k, ongoing training, and paid vacation time. As an established and growing organization, WellNet also offers management potential and opportunities for professional growth and development.