



GHN is currently seeking an **EDI Analyst**.

**Description:**

EDI Analyst is responsible for analysis of electronic activity with GHN customers and trading partners.

**Job responsibilities:**

The EDI Analyst interacts with customers through the telephone and email in response to inquiries surrounding EDI transmissions and reject reports. They provide information pertaining to EDI claim submission and problem resolution. Applies knowledge of claims systems and claims operations in support of assigned customer group. They serve as liaison between customers, trading partners and various company departments. The EDI Analyst is also responsible for the set up and testing for all new electronic submitters.

**Position requirements:**

Knowledge of UB04 and CMS1500 forms, and working knowledge of ANSI X12 electronic billing formats. Must have 1-2 years experience with HIPAA Guidelines. A punctual self-starter with exceptional organizational and analytical skills with full desire to provide World Class Implementations to GHN's customers. Internal and external customer service experience a must. Effective oral and written communication skills with a positive attitude is a must. MS Excel experience required.

**Education requirements:**

Healthcare background is essential. Technical experience with ANSI X12 Healthcare transactions required. Minimum Educational Requirements: High School diploma or GED; or some college is preferred.

**Offers:**

Competitive compensation and benefits, talented and upbeat staffing team focused on the quality of your career, security of working for a solid company.

**Location:**

Dallas, TX