

PayrHealth is seeking a Healthcare Project Coordinator for a short-term contract. The role involves supporting the consultant team with scheduling client calls, conducting research, payor outreach, drafting letters of intent and consent, corresponding with payors and providers, creating PowerPoint presentations, drafting meeting summaries and follow-up tasks, generating reports, and performing other administrative and contracting tasks related to managed care. Qualifications: Experience in a healthcare or managed care environment Proficiency in MS Office tools including Word, Excel, PowerPoint, and Teams Strong professional communication and follow-up skills