

About WellNet Healthcare:

WellNet builds and optimizes smarter self-funded health plans for companies across the nation with 100 to 5,000 employees. Taking risk and leveraging our patented technology stack, we fix the unaffordable healthcare mess with ongoing education, stronger advocacy, and aligned incentives to combat the vested interests of traditional health insurance carriers. Our unique ability is doing whatever it takes – *at the right pace* – with our Crawl, Walk, Run approach to lower the cost of healthcare and improve the experience for companies and their people.

Reports To	Compliance Manager
Key Responsibilities	Responsible for creating technical documents such as, Summary Plan Descriptions, (SPD), Summary of Benefits of Coverage (SBC), and Plan Amendments. They will also be capable of documenting compliance/regulatory information in a clear and concise manner.
Key Activities	<ul style="list-style-type: none"> Plan, develop, organize, write and edit Summary Plan Description and Summary of Benefit Coverage. Research, and document compliance/regulatory updates relevant to the book of business WellNet is administering. Maintain a comprehensive library of technical terminology and documentation. Develop internal training material. Manage updates and revisions to technical literature.
Qualifications	<ul style="list-style-type: none"> A Bachelor's Degree in business, healthcare administration, or a related field is preferred. Three (3) years' experience in a payor environment, OR three (3) years' experience in a technical writing position. Excellent written and verbal communication skills. Analytic, problem solver, excellent organizational and technical skills and attention to detail are required. Proficiency in MS Office. Strong attention to detail. Able to write in explanatory and procedural styles for multiple audiences. Skilled at prioritization and multi-tasking.
You are aligned with these values:	<ul style="list-style-type: none"> Optimism Accountability Respect Intelligence Hustle Adaptability Building long-term relationships

This position offers a competitive compensation package, including health benefits, 401k, ongoing training, and paid vacation time.

Get to Know WellNet:

- **Video Meeting:** [For Advisors & C-Suite](#)
(*What the Health Insurance Companies Don't Want You to Know*)
- **WellNet in the WSJ:** [Deception Behind Network Discounts](#)
- **Video:** [Advisors Talk About Competitors](#)
- **Video:** [Advisors Talk About Carriers](#)
- **Video:** [Advisors Talk About C-Suite](#)
- **Guide:** [Self-Funding Simplified](#)
- **Presentation:** [WellNet in Slides](#)

Interested in Applying?

Please send an email to resumes@wellnet.com and include:

1. Cover note and
2. Live Linked in bio link or resume.