

TRILLIUM COMMUNITY HEALTH PLAN, INC

POSITION DESCRIPTION

POSITION TITLE: Contract Specialist

POSITION SUMMARY: Responsible for assisting with various contracting functions including negotiations with provider or provider groups, ancillary providers and facilities as necessary. Assist with contract analysis review from language, financial and regulatory perspectives. In addition, position will have responsibility for obtaining a full provider network for those areas served by Agate Healthcare.

PRIMARY RESPONSIBILITIES & DUTIES

- Participates in the negotiation process with providers, facilities and vendors in an effort to secure a contractual agreement acceptable to all parties.
- Participates in the negotiation process with providers to secure a contractual agreement that provides appropriate and adequate network coverage for all products.
- Prepare provider contract documents by reviewing written language and recommending appropriate changes to the Chief Financial Officer. Incorporate the use of Agate Healthcare contracting software for recruiting and tracking of all providers.
- Coordinate with attorney(s) as needed for contract document development and maintenance.
- Facilitates the execution of contracts by ensuring appropriate signatures are obtained in a timely manner.
- Coordinate contracting process with Credentialing, Pricing and Provider Setup, Operations and other departments (as applicable) by communicating provider contract information in a proactive and timely manner.
- Maintain provider contract files.
- Work with other departments to improve the quality and effectiveness of team activities and organizational objectives.
- Ensure HIPAA compliance.
- Perform other duties as requested.

RELATIONSHIPS & WORK TEAM RESPONSIBILITIES

Reports To: Contract Manager

Internal:

- Management personnel
- Financial personnel
- Credentialing staff
- Pricing and Provider Set-up staff
- Operations
- Compliance
- Other staff as needed

External:

- Physicians
- Administrators
- Physician staff
- Attorneys
- Representatives of governmental agencies

JOB REQUIREMENTS

Education and Experience

Education:

- College degree or high school graduate with emphasis in communications and business management.

Experience:

- Minimum of two years contract negotiation experience preferred.
- Minimum of two years working in healthcare or related experience preferred.
- Working knowledge of Medicare and DMAP compliance rules and regulations preferred.
- Proficiency in computer data entry and word processing.
- Exceptional organizational and communication (written/verbal) skills.
- Proficient business writing skills.
- Experience in ICD-9/CPT coding preferred.
- Capable of working as a member of a team and/or independently.