

SWBA Posting

A Tulsa headquartered, publicly traded company that operates its own health plan has an immediate opening for a senior health plan position. The Director, Contracting and Provider Relations has overall responsibility for the contracting functions including provider contracting, price management, billing resolution, provider directory and QC configuration. This position serves as a member of the Health Plan Management Team and is not only responsible for the day-to-day operations but also contributes to the planning and implementation of the overall health plan strategy. Compensation for this position is highly competitive and includes full company benefits and participation in the company retirement plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The items listed below detail some of the assigned duties and responsibilities for this position. This is not meant to be an all-inclusive list and management reserves the right to change these duties at any time.

Essential Duties:

- Drafts, negotiates, and administers contracts between the plan and care providers.
- Gathers data and models the financial impact on contracts.
- Maintains contracts and documentation within a tracking system.
- May assist with identifying and recruiting providers based on network composition and needs.
- Develops contract valuation analysis of all implemented and proposed contracts, producing detailed analysis by categories of service, unit price, and utilization metrics.
- Maintains a thorough knowledge of reimbursement methodologies, contractual terms, billing, and other operational factors needed supporting negotiations and contract implementations.
- Tracks contract performance against expectations, including highlighting areas of concern and providing notations of performance deviation and anomalies.
- Tracks and trends audit findings; identifies root causes and communicates findings to appropriate departments.
- Analyzes various reimbursement methods and make recommendations supporting pricing strategies.
- Perform reviews on pre-executed contracts to provide feedback on potential configuration issues and required clarifications. Supports the review and drafting of contractual rate documents.
- Negotiates, oversees and manages single case agreements.
- Performs activities using Contract Management/Decision Support systems, Excel and other tools.
- Participates in the preparation, updating and review of SPD changes and modifications and ensures that all plan/provider operations are compliant with applicable government regulations.
- Ensures that information obtained through contracting process is maintained and timely updated as necessary in Provider Directory.
- Oversees the Billing Resolution function and assists in the achievement of favorable/acceptable terms of settlement.
- Oversees the pricing function and in the absence of a Pricing Specialist, provides and validates contract, configuration and pricing elements.
- Leads and directs the work of other employees and has responsibility for personnel actions including hiring, performance management, and termination.

- Contributes to strategic planning, direction, and goal setting for the department and the Plan in collaboration with senior Plan Management.
- Establishes departmental policies, practices, and procedures that have a significant impact on the Plan.
- Produce data sets and reports for analysis using SQL, Excel or other reporting tools.
- Develops and provides regular reports to management both at single location and system level.

Experience and Education:

Required

- Bachelor's Degree in a related field
- Six or more years of progressive contracting experience for a health plan including hospital contracting
- Two or more years of management experience including supervising and team building
- Strong financial acumen with proficiency in analyzing and interpreting financial trends in the provider contracting arena
- Proven contract preparation skills, with an in-depth knowledge of Medicare and other reimbursement methodologies
- Excellent written and verbal communication skills and experience presenting to varied audiences
- Ability to manage multiple priorities in a fast-paced environment
- Knowledge of Microsoft Office applications
- Must be passionate about contributing to an organization focused on continuously improving consumer experiences

Preferred Qualifications

- Master's Degree in business or a related field.
- Experience with ACO/Risk Contracting
- Value based contracting experience
- Familiarity with Plexis Quantum Choice highly desired

Skills and Competencies:

Knowledge of SQL, SAS and Tableau or other reporting tools / languages.

Ability to foster teamwork.

Decision-making skills.

Leadership skills.

Ability to build collaborative relationships.

Problem/situation analysis.

Judgement.

Detail oriented.

Creativity.

Organizational skills.

Analytical thinking skills.

Mathematical skills including statistics

For consideration, send a resume and cover letter to wyoung323@me.com who is the search consultant to the company.