



JOB ANNOUNCEMENT

For Internal and External Candidates

PROVIDER RELATIONS/CONTRACTING REPRESENTATIVE

Department: Provider Relations

Closing Date: Open Until Filled

This is a full-time exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

SUMMARY: The Provider Relations/Contracting Representative is primarily responsible for the contracting and management of relationships with providers as assigned. This position will act as the main contact for contracting, contracting questions, education as well as a liaison between the provider and the health plan to present, promote and resolve clinical and administrative concerns of providers.

PRIMARY RESPONSIBILITIES:

- Prepares strategic networking plan with short- and long-range goals.
- Recruits providers to participate on provider networks.
- Travels in-state to provider facilities, as required, in order to accomplish the position's tasks.
- Orients new providers joining the networks.
- Builds and maintains strong relationships between the health plan, providers and practice managers.
- Assists other departments to accomplish special tasks as needed.
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS:

- Minimum of Associates Degree, or equivalent experience. Bachelor's Degree preferred.
- Minimum of 1 to 3 years experience in healthcare contracting or working with provider offices preferred.
- Self-directed and motivated to succeed.
- Effective verbal and written communication and presentation skills.
- Professional appearance and behavior.
- Effective customer service skills.
- Proficient skills/experience with Microsoft Office Suite.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Ann Green-Barton. External candidates submit resume to blewis@emihealth.com.

Please Note: Current employees must have completed their 6-month Probationary Period before applying.