



JOB ANNOUNCEMENT

For Internal and External Candidates

PROVIDER RELATIONS REPRESENTATIVE

Department: Provider Relations
Reports To: Assistant VP of Provider Contracting and Network Development
Closing Date: Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

SUMMARY OF JOB: Under the direction of the Assistant VP, the Provider Relations 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. This is a full-time, exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

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, EXPERIENCE 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 apply online at <https://emihealth.com/emi/about/opportunities>.

Current employees must have completed their six month probationary period before applying for any position vacancy and must be “Meets” or above on their last performance review.