

Provider Contract Specialist

Only open to candidates residing in California	Opportunity to make a difference in your community	Position not eligible for sponsorship
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Perform a variety of technical tasks related to the planning, development, negotiation, coordination and monitoring of HPSM provider contract activities; make program-related decisions; ensure contracts meet regulatory criteria; and establish basic program policies and coordinate functions with other HPSM departments.

Position overview

- Collaborate with business owners to develop provider contracts.
- Coordinate and monitor provider contract functions.
- Work collaboratively with departmental staff and other agencies/participants involved in the contract development and approval process.
- Assist Health Services and Provider Services in the creation of single case agreements and LOAs.
- Support provider outreach to non-contracted providers who have frequent LOAs with HPSM, to initiate contracting.
- Provide recommendations on improving provider contract management systems and implement improvements to existing contract management systems.
- Maintain a contract review process; coordinate the regular review of contract expirations, renewals, and amendments.
- Serve as a resource to HPSM staff when questions arise over contract details; provide training to other departments regarding the contract process and departmental procedures, as needed.
- Assist Finance Staff in the preparation of Purchase Orders and invoice validation.
- Professionally represent HPSM in internal and external meetings.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- Bachelor's degree in business, healthcare policy/administration, or a related field.
- Two (2) years' experience in health care or health insurance contract coordination.
- Experience developing provider contract strategies based on cost-benefit analysis, research, and competitive analysis.

Knowledge of:

- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, and PowerPoint.
- Health care delivery systems, models, and health care industry practices.
- Contract development.
- Information management systems.
- Specific knowledge of Medi-Cal Managed Care is desired, but not required.

Ability to:

- Please list ability information here
- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Communicate effectively, both verbally and in writing.

- Adapt to changes in requirements/priorities for daily and specialized tasks
- Communicate, interact, and collaborate effectively with a wide range of internal and external customers.
- Review contracts, policies, and procedures to ensure accuracy and identify inconsistencies or risks.
- Propose contract revisions to mitigate risks or improve the clarity of contract requirements.
- Analyze issues and make appropriate decisions.
- Update and/or create databases and contract maintenance systems and processes.
- Communicate effectively, verbally and in writing.
- Perform work with meticulous attention to detail.
- Organize and prioritize tasks and deliver results within set deadlines.
- Use a computer with proficiency, including Microsoft Office Suite applications {Outlook, Word, Excel, and PowerPoint}.
- Learn how to use new applications and information systems as needed.
- Establish and maintain cooperative working relationships with a variety of people.

Salary and benefits

The starting salary range depends on the candidate's work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply, submit a resume to careers@hpsm.org.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 140,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.