



Job Title: Director, Contracts

Department: Network Management

Reports To: Vice President, Network Management

FLSA Status: Exempt

Summary Oversees contracting and strategically engages ancillary provider communities; negotiates contracts that are favorable to Physician's United Plan's business; and ensures that networks are competitive within the industry to create new business opportunities. Accomplishes this by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prioritizes network needs both quantitatively and qualitatively.
- Negotiates ancillary contracts including capitation and risk-sharing arrangements.
- Develops and implements effective strategies Medical Benefit Ratio (MBR) management.
- Proactively identifies network development needs.
- Ensures contracts have negotiated rates and methodologies within approved rate reimbursement parameters.
- Facilitates provider education and training.
- Creates financial trend analyses and performance summaries for decision-making purposes.
- Interfaces with market leaders to align contracting needs and business effort.
- Organizes and manages multiple priorities and/or projects by using appropriate methodologies and tools.
- Improves performance and productivity by introducing new ideas and processes.
- Works with other departments including claims, customer service, marketing, compliance and care coordination.
- Collaborates with account management, eligibility and Information Systems and Claims departments on provider relations/network management efforts.
- Prepares and presents program to ancillary provider communities.
- Maintains a detailed knowledge of compliance issues and regulations.
- Works with Vice President, Network Management to develop and implement strategies for network and expansion markets.

Supervisory Responsibilities

Directly supervises employees in the Network Management department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees;

planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year College or university; 5 plus years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications

Progressive experience in managed care contracts and/or provider relations with minimum of 5 years contracting experience required.