

JOB POSTING



JOB TITLE:	Contracting Specialist	SUPERVISOR:	Florita Perez, Sr. Contracting Specialist
DEPARTMENT:	Contracting	STATUS:	Non-Exempt

JOB SUMMARY

This position provides support to the contracting department in the preparation, implementation and maintenance of contracts for physicians and ancillary providers.

EDUCATION & EXPERIENCE

1. Five or more years experience working in a high level administrative support position in managed care, or similar business environment.
2. One or more years working in a medical group, health plan, hospital or other related healthcare organization. Experience in contracting, provider relations or claims management is preferred.
3. Some college courses or degree in healthcare administration preferred. Combination of education and work experience may be considered. High School Diploma or GED equivalent required.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of managed care practices and procedures, specifically in contracting language and negotiations, provider relations or claims management preferred.
2. Ability to effectively interpret, and communicate complex contracting language and rates is essential.
3. Ability to successfully negotiate contracts or single case agreements.
4. Must be attentive to detail, accurate, thorough, and persistent in following through to completion of all activities, demonstrating initiative for completing work assignments.
5. Excellent communication skills; able to read, write, and speak articulately, using established channels of communication and reporting relationships within the organization. Ability to communicate effectively with all levels of internal/external staff, management, members, physicians/physician office staff, etc.
6. Strong problem-solving abilities. Ability to identify issues and problems within operations, program systems, administrative activities, and other relevant areas.
7. Must be able to work collaboratively with multiple internal departments as well as external organizations.
8. Proficient in the use of Microsoft Office applications; Excel, Word, Access, Outlook, PowerPoint, Project.

HOW TO APPLY

For additional information regarding our organization and specific job requirements, please visit our website: www.managedcaresystems.com

To apply for this position send your resume or application to the Human Resources Department @ hr@managedcaresystems.com or Fax to 661.716.9180

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is an Equal Opportunity Employer & Drug Free Workplace