

Contract Implementation Specialist- Network Management

Martin's Point is seeking a provider network contract specialist with proven experience in contract implementation. This individual ensures the accurate and optimal management and capture of provider contract financial terms in Martin's Point's contract management technology systems. Partnering with other Network Management Departments colleagues (Network Specialists, Network Representatives, Provider Operations Representatives, Medical Management teams, etc.), the selected candidate will:

- Ensure new provider contracts and updates are loaded accurately and timely into Martin's Point systems
- Research and resolve system configuration issues
- Develop and maintain contract management reports, data integrity and accurate calculations
- Develop report templates and compile/analyze key statistics
- Perform complex financial reimbursement modeling
- Develop and present recommendations for reimbursement modeling for management review
- Provide feedback from providers to health plan management on improvement/enhancements to provider reporting

Our ideal candidate has an Associate's degree (Bachelor's degree preferred), 3+ years' contract implementation experience in a healthcare setting, and 2+ years' project management experience. Excellent Microsoft Office skills are also required. Six Sigma certification or project management certification is a plus.

This is a key role for Martin's Point Medical Management (Network Management Department, Care Management, Utilization Management, Health Promotions, Wellness and Prevention), so we are seeking a candidate with excellent customer service skills who can multi-task effectively in a fast-paced environment. We'd love to review your resume if this sounds like you.

To apply, please visit our website: www.martinspoint.org/careers.

Martin's Point Health Care offers comprehensive employee benefits, including health, dental and life insurance, short and long-term disability, 401K, earned time, 9 holidays per year, and a tuition assistance program. Martin's Point Health Care is an Equal Opportunity Employer.