

HEALTHSMART

MANAGEMENT SERVICES ORGANIZATION, INC.

The Provider Services and Contracting Supervisor is responsible for maintaining productive relationships with IPA's, providers and health plans; as well as assists with oversight and compliance of the Provider Services and Contracting Team Representatives. and Client(s) Health Plan(s) delegated duties.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree and minimum five (5) years of experience in the health care/managed care environment preferred.
- 5 years of experience working with contracts and an understanding of contract terms.
- Medi-Cal, Medicare and Commercial managed care (Two-Plan Model; Must have COHS Model; SNP) experience required.
- Experience working as liaison with health plans and internal and external operations staff.
- Experience supervising and coaching employees.

SKILL:

- Must have strong communication (verbal & written), problem solving, follow-up and organizational skills.
- Ability to manage multiple tasks, detail oriented, work well with a team and make effective presentations.
- Knowledge of the regulatory environment, CalOptima, Medi-Cal, CalAIM and Medicare regulations, health policy trends, and IPA management.
- Ability to determine key compliance issues and develop appropriate action plans without direction.
- Knowledge in contract preparation, recommendations and proposals.
- Responsible for developing and maintaining contractual relationships, and providing services to various healthcare providers.
- Diligent in maintaining tracking/monitoring systems to ensure compliance with contractual and health plan requirements, as well as follow up to assigned responsibilities.
- Proficiency with PC applications including Word and Excel
- Supervisory and training skills.
- Travel within Los Angeles, Orange County as required.