

Job Title: IPA Contracting Manager	Department: Operations	Effective Date: March 24, 2022
Reports to: Executive Director of IPA Administration	Direct Reports: None	FLSA: Exempt
Working Conditions: Normal, no adverse or hazardous conditions.		

Primary Purpose:

Responsible for the evaluation, negotiation and implementation of new and/or renewed Health Plan contracts and provider contracts by interacting with multi-disciplinary teams to help manage the total cost of healthcare within the assigned region.

Principal Duties and Responsibilities (* = essential functions):

1. The incumbent will be responsible for managing and monitoring contractual relationships with existing network providers and Health Plans*
2. Negotiates and Commercial, MediCal, and MediCare Health Plan contracts and related provider contracts.*
3. Support contracting initiatives to derive department objectives to achieve timely contract negotiations and implementation that support growth and maintain strong market position and positive reputation in the market
4. Continually review and modify contracting documents and support work that derives cost of health care savings strategies in anticipation of, and in response to, shifts in provider negotiating approaches*
5. Attain department goals and ensure alignment of these goals with the company’s broader strategic priorities
6. Perform network analysis, strategy development and implementation*
7. Assess and interpret customer needs and requirements
8. All other duties and projects as assigned

Job Specifications (KSAs):

- Requires a Bachelor’s degree or equivalent experience
- 5+ years’ experience in an MSO
- Extensive healthcare industry contracting knowledge with provider negotiations
- Comprehensive knowledge of HMOs
- Ability to travel between Los Angeles County, Orange County, San Diego County & San Bernardino County
- Comprehensive knowledge of utilization management processes.
- Excellent communication skills (Verbal and Written)
- Comprehensive knowledge of Word, Excel & PowerPoint

Position Performance Criteria:

1. Consistently produces accurate and timely work
2. Demonstrates high reliability through consistent punctuality and attendance
3. Competently performs position requirements with minimal supervision and direction, including taking initiative, decision making and assuming responsibility for follow through
4. Uses sound judgment with regard to time management and prioritization of work to balance multiple tasks and meet required timeframes for all necessary functions
5. Demonstrates excellent interpersonal skills as discerned through observation and team project successes
6. Communicates clearly, professionally and respectfully to peers, superiors, subordinates and clients.
7. Demonstrates overall professionalism in attitude, demeanor and personal appearance