



Position Title: Network Development Specialist
Reports To: Chief Development Officer, California Market
Division: Equality Health Network - CA
Department: Network Development
Classification: Exempt
Revision Date: February 11, 2019

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggled with integrating into the traditional one-size-fits-all U.S. healthcare system.

The Network Development Specialist (NDS) will manage administrative functions relating to recruitment, contracting, and retention of providers into the Los Angeles County Equality Health Network. This individual will recruit and retain a network of participating providers to support the needs of current and future EHN customers. This individual will also support provider contracting growth strategies and provider network maintenance.

Responsibilities:

- Participate in all phases of provider recruitment including contract preparation, telephonic outreach, follow-up with providers, and securing executed contracts
- Responsible for all administrative functions related to provider recruitment, provider relations and provider liaison
- Manage and follow through on the contracting process for Participation Agreements
- Responsible for accurate provider database management; update CRM on all contacts and visits made to provider offices
- Ensure the collection of all contracting and credentialing information from providers
- Work proactively with other departments to remove barriers impeding contract negotiations
- Manage contract implementation; identify opportunities for process improvement and facilitate problem resolution
- Support Network Development Manager and other Network Services leadership team to accomplish workload requirements

Required Knowledge, Education & Experience:

- Bachelor's degree in Business, Marketing or a related field of study; or, an equivalent combination of education and/or experience
- Minimum five (5) years of related work experience in the healthcare industry or healthcare network operations

- Minimum three (3) years of experience with risk, capitated or value based contracting methodologies
- Demonstrated experience with various payment model initiatives
- Proficiency with Microsoft Office applications and web-based technologies

Highly Preferred Skills, Abilities & Qualifications:

- Familiarity with payment alternatives including fee for service, capitation, global budget, performance compensation, and episodes of care, as well as patient and practice risk adjustment mechanics, and premium based payment methodologies
- Familiarity with patient and practice risk adjustment mechanics; APR, HCC/RAF
- Familiarity with conventional payment methodologies (CMS-RBRVS)
- Experience with database management in a healthcare setting
- Demonstrated ability to gain acceptance and compliance from provider and staff and achieve a mutually beneficial outcome
- Excellent problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Excellent verbal, written and interpersonal communication skills
- Able to convey complex or technical information in a manner that others can understand, and able to understand and interpret complex information from others