

**The HealthCare Group, LLC
OPEN POSITION LISTING**

For

M•Plan & Encore Health Network

As Of September 19, 2007

www.THCG.org

An Equal Opportunity Employer

*FOR FURTHER INFORMATION REGARDING THE POSITIONS POSTED BELOW,
PLEASE CONTACT
Troy Taylor at 705-3195*

FAX #: (317) 705-3454

HUMAN RESOURCES #: (317) 571-5340

Hours

Number

Posting Date

**PROVIDER RELATIONS DIRECTOR
(ENCORE)**

FT (80)

1

9/19/07

Bachelor's Degree in Business or Health related field. Five years experience in healthcare setting, including contract negotiation and /or provider relations is necessary to effectively negotiate medical service contracts and gain full knowledge of operation policies, procedures, and benefits. Knowledge of accounting and statistics necessary to assist with budgets, analyze financial data and understand fee schedules. Under the supervision of the designated superior, directs and implements Provider Services support functions to insure positive provider relations and quality provider service. Such services include, provider contracting, PPO credentialing activities, provider in-service training and education, and oversees the support staff for claims investigation for contracted providers.

**PROVIDER RELATIONS SPECIALIST
HOSPITAL CONTRACTOR - (ENCORE)**

FT (80)

1

9/19/07

Bachelor's Degree in Business or health related field or equivalent professional experience is required. A minimum of three years in provider relations, provider contracting, managed care contracting, payer contracting or other health care related administrative position is required. Incumbent must possess strong interpersonal skills to effectively relate to a wide variety of personalities and professional levels, and in particular negotiation skills related to provider contracting, reimbursements, legal requirements and educational sessions. Analytical skills are necessary to compile and analyze network market requirements and geographic need. The ability to multitask with close attention to detail along with occasional stressful situations, time limitations and frequent interruptions is crucial to be successful.