

Southwest Michigan Behavioral Health

Provider Network Specialist

Nov. 11, 2014 – Nov. 22, 2014

Location: Portage, MI

Exempt/Non-Exempt: Exempt

Employment Type: Full Time

Department: Provider Network Development

Description: The Provider Network Specialist is responsible for performing activities relating to SWMBH's contracts with its Provider Network, including contract preparation, execution, and overseeing contract workflow. This position also supports network development through provider monitoring, credentialing, and contract compliance activities.

- Duties:**
- Prepares contracts, ensures execution, and oversees contract workflow for behavioral health and substance use disorder service contracts, under the supervision of Senior Leadership.
 - Utilizes a thorough knowledge and understanding of SWMBH contract provisions and business lines to evaluate contract compliance through site reviews, and to apply necessary contract modifications during contract renewals and amendments.
 - Delivers outstanding customer service to providers, Community Mental Health organizations, and internal staff in regards to Provider Network issues.
 - Coordinates regional Provider Network meetings and disseminates information to the proper representatives.
 - Assists with the development of Provider Network policies and reports.
 - Assists with preparing and submitting Provider Network documentation for external reviews; assists with developing corrective action plans specific for Provider Network departments.

- Qualifications:**
- Bachelor's Degree in Business Administration or a related field is required.
 - Minimum of 1-year of experience in an administrative office setting is required.
 - Experience reviewing contracts, preparing contracts for execution, and writing contract amendments is required.
 - Minimum of 3-years of experience in managed healthcare setting is preferred.
 - Strong oral and written communication skills, and excellent interpersonal skills.
 - Detail oriented; excellent critical thinking, analytical and organizational skills.
 - Ability to manage multiple projects simultaneously and meet required deadlines.
 - Knowledge of Michigan Health Code, MDCH PIHP contract, Michigan substance abuse administrative rules, and NCQA or URAC accreditation standards is preferred.
 - Ability to collaborate with others within a team environment and effectively work independently.
 - Possesses and maintains a valid Michigan Driver's License, has an acceptable driving record in accordance with agency standards, holds vehicle insurance, and provides own transportation.
 - Proficient in Microsoft Windows including: Word, Excel, Outlook, PowerPoint.

Applicants may apply at www.swmbh.org

