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# Example of Network Contract Manager Job Description

Our company is growing rapidly and is looking to fill the role of network contract manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for network contract manager

* Analyze terms of new and existing contract language, reimbursement methodologies and payer policies and protocols
* To assist Head of Network Services and Program Director for formulation of Network Services strategic plan
* Lead and manage regional or large-scale network projects or programs
* Maintain and refine the project life cycle processes including business case, project initiation, project approval, stakeholder communication and implementation
* Liaise and ensure effective communication across the organizations and key stakeholders in aligning expectation and project/resource/budget/timeframe prioritization
* Monitor and control project progress and provide regular reports including time, cost, risk, scope and benefits
* Identify risks and provide mitigation plan which aligned with project goals
* Manage Network staff
* Evaluate and negotiate contracts in compliance with company templates, reimbursement structure standards and other key process controls with focus on ancillary and physician provider types, including but not limited to free standing centers such as ambulatory surgery centers, urgent care centers, rehabilitation centers, radiology centers, and birthing centers and their affiliated facility-based physician groups
* Perform conceptual analyses

## Qualifications for network contract manager

* Ability to utilize financial models and analysis in negotiating rates and reimbursement methodologies with providers
* Access to reliable transportation and ability to travel 90% when expanding new markets
* 3+ years of experience in performing network adequacy analysis Excellent verbal and written communication skills
* Knowledge of Contract Specialist II responsibilities
* Undergraduate degree or work equivalent experience
* At least an intermediate knowledge of Medicare reimbursement methodologies, Resource Based Relative Value System (RBRVS)