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# Example of Provider Network Job Description

Our company is searching for experienced candidates for the position of provider network. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for provider network

* Responsible for the documentation and/or modification of business requirements, workflow diagrams and instructions needed to support the delivery of program initiatives
* Collaborate with internal subject matter experts and vendor ops/tech teams to research ad hoc systematic and technology-related program issues
* Organize & lead multidisciplinary teams to execute and achieve program deliverables
* Analyze data prior to contracting meetings
* Conducts analyses and makes recommendations on next steps
* Directs all activities to ensure that Provider Network Management remains compliant with NCQA, Medicare, HMO, and Exchange regulations
* Utilize critical thinking skills and sound judgment in decision making
* Incumbent must maintain minimum number of files reviewed on a daily basis industry standard refute overturn rate
* Development and management of payment policies, processes, and programs
* Oversight for provider data management

## Qualifications for provider network

* Visual Basic, SQL experience
* Oversee all provider outreach activities to ensure that education for providers and resolution of issues are delivered in an accurate, timely, professional and courteous manner
* Plan, prepare, and present programs, materials and publications to participating providers
* Primary point of contact and resource to resolve issues raised by, or impacting, the Plan's providers and related support staff
* Interact with hospitals, physicians and other provider contractors to examine specific policies, procedures, complaints in a manner which yields a positive resolution that meets Plan standards, while maintaining provider satisfaction
* Organize and prepare materials and represent Plan at meetings