Downloaded from <https://www.velvetjobs.com/job-descriptions/provider-relations>

# Example of Provider Relations Job Description

Our innovative and growing company is searching for experienced candidates for the position of provider relations. 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 relations

* Work with management team to formulate effective strategies to improve provider performance
* Commercial encounter per member per year
* Access & Availability metrics
* Appropriate utilization of Emergency Room
* Out of network utilization
* Increase channeling of Gastrointestinal procedures to Ambulatory Surgery Centers
* Ensures the smooth operation and administration of pharmacy provider agreements
* Manages SOC compliance for CPBA Provider Relations
* Manages national database of pharmacies
* Design, edit, format, and produce communications on tight deadlines

## Qualifications for provider relations

* IPA, ACO, MSO, or other relevant experience
* Experience in physician relations or managed care
* Calls and claims experience
* Excellent written and verbal communication skills excellent phone manner
* Word and Excel at an intermediate level
* HTML programming, Web site development skills and familiarity with KP database systems desirable