Job Description

Provider Contracting Sr Specialist (Seattle) - (15013235) - Band: 004

Description

Cigna is hiring Provider Contract Negotiators in our Seattle/Anchorage market. These positions serve as an integral member of the Provider Contracting Team and will report directly to the Contracting Lead. The roles are responsible for assisting in developing the strategic direction and management of the day to day contracting activities for a given territory. Bachelor's degree, MBA or MHA preferred with three to five years contracting and negotiating experience involving complex delivery systems and organizations.

DUTIES AND RESPONSIBILITIES

- Manages contracting with hospitals and other providers (e.g., Hospitals, Ancillaries, and large physician groups).
- Specific responsibilities include, but are not limited to: strategic positioning for contracting with providers and developing networks in outlying areas.
- Prepares, analyzes, reviews, and projects financial impact of larger or complex provider contracts and alternate contract terms.
- Conducts negotiations and drafts individual and group contracts.
- Ensures the smooth operation and administration of provider agreements.
- Track financial performance of contracts and ensure compliance with contracting guidelines.
- May provide guidance or expertise to less experienced specialists.
- Assists in resolving elevated and complex provider service complaints. Researches problems and negotiates with internal/external partners/customers to resolve highly complex and/or escalated and sensitive issues.
- Other projects and duties as assigned.
- Responds to provider inquiries, concerns, complaints, appeals and grievances.
- Initiates and maintains effective channels of communication with providers and related office staff.
- Demonstrates knowledge of Providers in assigned geographic area. Understands interrelationships among providers in local market.
- Respond to provider inquiries and instructions regarding provider data in CIGNA systems.
- Coordinate these provider interactions with Provider Relations Representatives and Matrix Partners as necessary.
- Communicate provider demographic and reimbursement information to PDM for loading into CIGNA systems.
- Initiates and maintains effective channels of communication with matrix partners, particularly with provider services staff in the field.

Qualifications
Bachelor's degree, MBA or MHA preferred.
Three to five years contracting and negotiating experience involving complex delivery systems and organizations.
Strong analytical skills
Intimate knowledge of hospital and managed care finance.
Strong written and verbal communication skills and experience with formal presentations.
Superior problem solving, decision-making and negotiating skills.
Ability to use PC software and multiple CIGNA systems
Team player with proven ability to develop strong working relationships within a matrix organization.
Technical/Functional expertise: Provider Contracting, Negotiation, Strategic planning
Ability to manage in a production and matrix environment

**US Candidates Only**: Qualified applicants will be considered for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, veteran status. If you require a special accommodation, please visit our Careers website or contact us at SeeYourself@cigna.com.

Primary Location United States
Job Provider--Provider Contracting
Organization Manders - US Comm & Global HC Ops
Schedule Full-time
Shift Day Job
Employee Status Regular
Job Type Standard
Job Level Individual Contributor
Travel Yes, 25% of the Time
Posting Date Feb 2, 2016
Contact Name - Internal Laura A Cobb
Work at home opportunity: No

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