

Provider Relations Representative

Bilingual in one of the following: Khmer, Thai, Mandarin, Korean or Vietnamese

Position Title: Provider Relations Representative
Position Type: Full Time
Location: On the field
Reports To: Vice President, Community & Provider Development

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit CleverCareHealthPlan.com.

Position Overview

This position serves as an integral member of the Provider Contracting Team and reports to the Vice President of Community & Provider Development. This role assists and supports day to day contracting and network development activities including managing key action items, special project initiatives, and deadlines.

Key Job Responsibilities

- Manage contracting and negotiations for fee for service and capitation reimbursement models for various bilingual physicians, ancillaries, and other health care professionals.
- Lead network development activities for Eastern Wellness providers to drive growth of direct acupuncture network.
- Manage, grow, and develop CCHP's bilingual provider network.
- Identify new partnership opportunities with network providers.
 - Discuss co-branding to offer a wider reach to focused populations.
 - Develop provider affiliation announcement letters for member awareness.
 - Coordinate and set up health fairs and other special events.
- Manage key provider relationships by being the main point of contact for providers and business staff.
- Maintain existing provider partnerships – acupuncture, primary care physicians, and other alternative networks.
- Contribute to the development and management of alternative network initiatives (e.g., herbal vendors).

- Support Sales and Marketing Teams on the needs of independent brokers, agencies, and field marketing organizations (FMOs).
- Establish relationships with community-based organizations such as Places of Worship, Community Health Centers, and Social Services.
- Maintain effective channels of communication with all internal departments, the most frequent being Operations, Credentialing, Compliance, Sales and Marketing, and Member Services.

Required Qualifications

- 1-2 years of Health care or managed care with Provider Contracting, Network Management or Provider Relations experience.
- Demonstrated ability to manage multiple projects and meet deadlines.
- Strong communication and presentation skills with ability to effectively communicate with all levels of the organization, internally and externally.
- Must be passionate about contributing to an organization focused on continuously improving consumer experiences.

Preferred Qualifications

- Bachelor's Degree.
- Ability to speak, read and write on a business level in one of the following languages: Khmer, Thai, Mandarin, Korean or Vietnamese.

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.