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## **JOB DESCRIPTION**

**Title:** Director of Health Plan Contracting and Payer Relations  
**Reports to:** Executive Director  
**Status:** Exempt  
**FTE Status:** 1.0 FTE  
**Location:** Hybrid Remote & Corporate Office (Olympia, WA)  
**Supervising:** This position may supervise.

### **POSITION SUMMARY:**

The Director of Health Plan Contracting & Payer Relations (Director) is responsible for developing strategies and managing negotiations for payer contracts on behalf of the Washington Rural Health Collaborative d/b/a The Rural Collaborative (TRC), and its Members. The Director is responsible for identifying and managing contracts associated with national and regional payers, including but not limited to Washington's Medicaid Managed Care Organizations (MCOs) and the commercial payer communities. This includes managing product development, contract execution, and revenue generated for commercial, Medicare Advantage, Medicaid, and Accountable Care or Value-Based initiatives. The position is responsible for negotiating the various specific contract terms within each payer contract, including but not limited to, traditional fee-for-service arrangements, attributed life risk arrangements, quality bonuses and shared or full risk terms for accountable lives. The position is also responsible for developing and maintaining strong relationships between the payers and TRC membership.

Additionally, the Director has direct responsibility to provide executive support to TRC's Revenue Integrity Committee (RIC) and is responsible for developing and advancing TRC's payer-related strategic initiatives.

The ideal candidate will have extensive experience in developing and negotiating contractual terms and conditions for health plan contracts with health systems. The incumbent should have experience in understanding the key components of contract structure and will be able to identify and negotiate mutually agreeable terms, conditions, language of complex contract offerings and value-based agreements. Additionally, the Director should have a working knowledge of cost-based reimbursement methodologies for Critical Access Hospitals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Actively supports the Collaborative's culture through thought and deed.
- Lead TRC's Strategic Plan: Health Plan and Payer Initiatives. Focus on payer policies, administrative simplification, desirable reimbursement methodologies, and other arrangements that drive incremental volume, profitability, and value.

- Cultivate risk sharing arrangements and pricing methodologies in support of programs that increase revenue growth opportunities and reward for appropriate management of a population's total cost.
- Provide internal and external strategic direction for TRC regarding payer contracting and network development. Be a thought leader regarding contracting network management and value creation for the TRC's members. Educate leadership on emerging models of care and collaborate with appropriate TRC membership leadership to ensure development of the clinical, financial and operational infrastructure necessary to be successful in these new models of care.
- Work with TRC members to identify and prioritize payer contracting opportunities to maximize the benefit to members. Develop and negotiate value-based structures that advance healthcare in rural communities and rewards TRC members for effectively managing the assigned population.
- Advise TRC members regarding the overall direction of payer policy and programs and identify opportunities in payer contracting that will benefit members.
- Lead the negotiation and implementation of standard language and terms for MCO, and commercial contracts. Direct evaluation and contract modeling with managed care plans in support of payer negotiations.
- Research and prepare member organizations for federal and/or state healthcare reform, including regulatory issues in relation to health benefits, payer products and reimbursement methodologies.
- Develop strong relationships and partnerships with key payers and purchasers to advance TRC strategic goals.
- Represent the TRC to the payer community and government agencies in proposing and promoting new financial arrangements that advance the strategic vision of managing a population of lives. Work with payers to develop contracts that expand beyond our traditional service areas for Centers of Excellence and bundles.
- Provide executive support to relevant committee work with a focus on revenue cycle, and Health Plan contracting.
- Participate on an executive level with healthcare associations and other committees, as appropriate.

## **OTHER JOB FUNCTIONS:**

- Attends staff meetings, conferences, trainings or other events as requested.
- Performs other responsibilities or special projects as assigned by the Executive Director.

## **QUALIFICATIONS:**

### ***Education and Experience:***

- Five or more years relevant experience in healthcare or related field, including three-or more years of prior experience in health plan contract negotiation and management, in areas such as value-based arrangements, Medicaid Managed Care agreements, and RFP development.
- Experience working on a management team in healthcare or a related field.
- Bachelor's degree in business, healthcare management or related field required. Master's degree in healthcare management preferred.
- Experience with government programs and Medicare Advantage preferred.
- Experience working within a health plan or rural health system preferred.

### ***Knowledge, Skills & Abilities:***

- Outstanding knowledge of contract development, negotiation, and implementation.
- Knowledge of health system revenue cycle.
- Proven ability to build and maintain relationships with health plans, government purchasing agencies, hospital C-suite and department leaders.
- Proficiency in utilizing and interpreting financial models and analytics.
- Ability to analyze complex problems, draw relevant conclusions, make recommendations, and implement appropriate solutions.
- Excellent verbal and written skills and the ability to convey complex information in a concise and easy to follow approach.
- Strong attention to detail, particularly as it relates to contract terms, regulations, and implementation.
- Ability to support meetings of C-suite executives and department leads as needed.
- Demonstrated project management skills.
- Ability to accomplish multiple assignments with competing timelines.
- Flexible, team-oriented and adaptable to changing priorities.
- Proficient user of Microsoft Office products, with an emphasis on Word, Excel and PowerPoint.

**Licensing & Special Requirements:**

- Washington resident with valid driver’s license and proof of insurance required by time of hire.
- Incumbent will be subject to background and professional reference checks.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Most of the work is performed remotely and in Olympia office. There is an expectation of being in the Olympia office at least four times per year at employee’s expense.
- Some travel throughout Washington State to attend meetings and occasional overnight stay may be required.
- Essential job functions require onsite presence at member public hospitals, incumbent must be able to meet hospital vendor requirement, which may include showing proof of vaccination or negative test result.
- May require occasional evening hours.
- Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

I have read and understand the expectations in this job description.

\_\_\_\_\_  
Employee Name  
Employee Signature

I approve this job description.

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Executive Director Name  
Executive Director Signature