**Summary:**
We are seeking a talented Contract Specialist to join our team. The primary responsibilities include serving as the Physician Contract Specialist having complete involvement in all aspects of the negotiation process. This position requires the ability to work independently within established parameters, while providing timely and thorough communication with departmental, cross-functional teams. It is expected that you will develop and build effective working relationships.

**Responsibilities:**

- Actively participate in provider contract negotiations and coordination of the development and management of new and renewal employment agreements.
- Participates in the provider compensation and Fair Market Value compliance processes.
- Administer the Insurance and Risk Management Services professional liability underwriting process for employed physicians.
- Able to influence, lead and effectively interface with Clinical Staff (physicians, nursing, and other health professionals)
- Excellent interpersonal skills - develop trust and build relationships
- Excellent critical thinking skills
- Ability to work collaboratively in a team-oriented environment

**Qualifications:**

- Bachelor’s Degree in Public or Health Administration or Business Administration.
- 3- 5 years of experience working with physician contract development and negotiation.
- MUST have knowledge of Stark Laws and basic understanding of contract law and process.
- Strong analytical and organizational skills with precise attention to detail

Interested candidates can send a resume to mbs1@mgmtbsolutions.com or apply on our website at www.mgmtbsolutions.com