



Job Title: Director of Physician Network and Clinical Initiatives

Reports To: Executive Director

Status: Exempt

Supervisory Responsibility: Clinical Specialist, Physician Network Specialists

Summary: This is a responsible position that serves as the lead for the physician network and clinical outcomes of an independent physician association. Primary responsibility to communicate, educate, advocate, and engage physician practices as valuable partners to achieve CSMS-IPA success in health plan value-based care agreements. Position will work closely with all departments to ensure success of organizational goals and is a member of the Management Team.

Essential DUTIES AND RESPONSIBILITIES:

- Develop and maintain detailed understanding of HEDIS and Medicare STAR measures to help organizational success in these areas
- Develop knowledge base of all health plan collaboration goals and contract terms, population health tools and reports, Hierarchical Condition Coding and risk adjustment
- Oversee recruitment of physicians into payor networks and programs
- Oversee and participate in the education of physicians and their staff on CSMS-IPA program opportunities
- Responsible for the integration of all new practices into the network programs
- Plan and coordinate physician and practice staff training and educational sessions
- Review and analyze population health reports related to quality and cost outcomes to evaluate performance, reveal trends, and develop initiatives to help reach organizational goals
- Development of action plans for clinical and network contract deliverables
- Ensure compliance to all payor clinical requirements and tasks
- Electronic recording and reporting of all work and work product
- Develop and/or provide content for written correspondence with practices
- Staff Liaison to the Clinical Care Management Committee
- Primary staff resource to large groups to ensure achievement of quality metrics and efficient use of resources
- Conduct in-person or virtual office visits to physician practices as a method of fulfilling duties and responsibilities
- Establish strong working relationships with stakeholders and partners
- Oversee the submission of clinical reports internally and externally
- Attend events and meetings, onsite and offsite as assigned
- Prepare analyses, reports and presentations as assigned
- Serve as a management team member
- Other duties as assigned

Education, Knowledge and Skills:

Preferred candidate has a master's degree in nursing, public or organizational health, healthcare administration or related field and 5 years' experience in the healthcare field. Candidate will possess a knowledge base in healthcare delivery, physician practice administration, HEDIS, Medicare Advantage, risk adjustment, electronic health records. Hierarchical Condition Coding and data analytics. Experience in risk contracting and quality improvement preferred. Skill set must include:

- Quality Improvement
- Computer proficiency
- Project Management
- High degree of initiative and ability to work in a team
- Independent/self-starter
- Strong interpersonal skills
- Strategic and Critical thinking
- Ability to analyze data, identify work areas and create corresponding action plan
- Highly organized
- Excellent written and oral ability
- Public speaking
- Supervisory skills

Licensure and Certification:

Successful candidate must hold valid Connecticut driver's license and employee must maintain, at employee's expense, an automobile for the provision of the duties, and responsibilities described herein, as well as automobile liability insurance coverage with limits of not less than \$100,000/\$300,000. Preferred candidate holds a Registered Nurse license.

Working Conditions:

Business office environment with regular travel statewide to physician practices and organizational meetings.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

10.30.2020