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# OPEN POSITION

GEHA is an **Equal Opportunity Employer** with five locations in the Kansas City metropolitan area. Our company's corporate headquarters is located in Lee's Summit near Douglas Rd and I-470. The claims processing office and call center is located in Independence near Little Blue Parkway and I-70. All offices are easily accessible by freeway from anywhere in the Kansas City metro area.

<b>Position Title:</b>	<b>Supervisor, Network Development</b>
<b>Open Positions:</b>	<b>1</b>
<b>Posted Date:</b>	September 18, 2017
<b>Closing Date:</b>	October 2, 2017
<b>Location:</b>	Independence, MO (Landmark Building)
<b>Department:</b>	Network Development
<b>Job Class:</b>	Level 12
<b>Supervisor:</b>	Linda McClary

Apply online at: <https://www.geha.com/about-us/careers-at-geha>

## Summary

Responsible for managing the development of a national dental provider network. Demonstrates ability to exercise initiative, be a self-starter, and have proven expertise relevant to a sales environment. Accountable for successfully negotiating fees with existing providers. Responsible for negotiating and contracting with dental providers into a national PPO network and delivering results. Establish training programs that align with the industry standards. This position requires a highly motivated person with excellent sales, negotiation, PPO contracting and communication skills that is responsible for selling the benefits of joining a national dental network.

## Duties

- Analyzes statistical data to determine recruitment potential. Oversees and assigns territories, sets goals, and assists employees in recognizing successful adaptations. Ensures quality, quantity, and uniformity recruitment goals are met.
- Provides regular feedback that facilitates individual employee development. Holds direct reports accountable for producing quantity, quality, and timely results. Recommends promotion, termination, or reassignment of employees. Schedules and conducts performance reviews. Conducts meetings with employees to communicate organizational and departmental changes as necessary.
- Creates training materials and implements and supervises formal training classes for department staff.
- Recommends and implements improvements to the contracting process, including contract language, rates, negotiation strategies, and increased savings.
- Develops and prepares weekly and monthly provider recruitment reports, network access reports, network savings report, and overall network summary reports. Analyzes results and reports issues or trends to Manager, Provider Network.
- Establishes relationships with key administrators of new and existing group practices.
- Ensures integrity of provider network and compliance with GEHA policies and pertinent regulatory and accreditation guidelines.
- Assists employees in diagnosing problems and modifying approach to achieve results in changing situations.

**Education Requirements**

Requires a Bachelor's degree in business, marketing, communications or similar program. Additional years of qualifying dental provider network experience may be considered in lieu of formal education.

**Experience Requirements**

Requires three years of experience within the dental/medical network recruitment area of a PPO or HMO network. Requires two years of supervisory experience in health care, health insurance or a business field. Requires capability of making independent decisions. Requires effective verbal and written communication skills. Requires proficiency in Microsoft Excel and Access. Incumbent is required to obtain knowledge of GEHA's Affirmative Action policy and make decisions regarding employment, promotion, and termination of employees that comply with its principles.