



POSITION: Medicare Program Manager

DEPARTMENT: Clinical Operations

LOCATION: Salem, OR

JOB CLASSIFICATION: Salary / Exempt

Position Summary: Oversees the implementation and management of ATRIO Health Plans Special Needs Plan Model of Care (SNP MOC) program. Supports the Service Area Contractors under a delegated agreement to ensure CMS compliance to the SNP MOC Program. Monitors performance to ensure program goals are met and in compliance with CMS.

Reporting Accountability: Chief Medical Officer

Primary Role and Responsibilities:

- Works with Service Area Contractor (SAC) staff and Medical Directors to develop, submit and implement the SNP MOC Program based on CMS minimum requirements.
- Responsible for writing and reviewing policies and procedures specific to the SNP MOC.
- Responsible for managing the delivery and completion of Health Risk Assessments based on CMS requirements.
- Assists with Case Management system implementations and updates.
- Supports Star Improvement efforts.
- Collects, analyzes, and evaluates gathered data to assess the performance of the SNP Program in relation to the goals set by the Plan.
- Communicates when goals for SNP MOC are at risk and works with SAC's on corrective action plans to get back on track.
- Responsible for SNP Program compliance monitoring and reporting.
- Performs program development and evaluation on an ongoing basis.
- Onsite and virtual staff training and implementation of the SNP MOC Program, tools and processes.
- Responsible for all audits involving SNP MOC.
- Responsible for required reporting to CMS and other associated governing bodies.
- Other projects as assigned.

Professional competencies:

- Excellent customer service skills
- Excellent written and oral communication skills
- Attention to detail
- Strong organizational skills
- Familiar with principles of continuous quality improvement activities
- Ability to work in a self-directed environment
- Knowledge of managed care and Medicare criteria
- Strong working knowledge of Microsoft Office: Outlook, Word, Excel & PP
- Technically comfortable working within multiple computer systems

Required Experience: 3-5 years of clinical experience involving direct health care and/or population health required.

Required Education and training:

- Bachelor's Degree preferred
- RN or population health degree very desirable