

Class Specifications
for the class:CONTRACT VALUATION MANAGER
SR-26; BU:13Duties Summary:

Plans, manages and coordinates the compensation and negotiation process for physicians of Hawaii Health Systems Corporation (HHSC). Serves as principal technical specialist and advisor for physician compensation matters; formulates and implements compensation and negotiation related policies and procedures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the planning, development, evaluation and implementation of physician compensation and negotiation policies, procedures and related activities system-wide for HHSC. Positions in this class are responsible to ensure that physician compensations are within determined fair market values and to document the negotiation process for the facilities. This class works with the Regional Chief Executive Officers, management, compliance, legal and contract management to oversee, maintain and update the valuation process to ensure compliance with federal regulations, such as Stark II, the Anti-kickback Statute and HHSC program policies and procedures. This class is also responsible for providing consultative services for a facility's physician compensation and negotiation activities.

An incumbent of a position in this class works under the general direction of a Director of Compliance in a health care setting.

Examples of Duties:

Develops, evaluates, coordinates and implements the physician compensation and negotiation policies and procedures system-wide for HHSC, including the formulation of fair market value range of physician compensation and ensuring compliance with federal and state rules and regulations (i.e.. Stark II and Anti-kickback Statute), ethical and other requirements pertinent to compliance in healthcare contracts. Provides guidance and assistance to regional management personnel in physician compensation and negotiation issues; coordinates physician compensation activities; develops and conducts training for facility employees; monitors physician compensation activities; and ensures compliance.

Develops and implements forms and documents reflecting current HHSC's practices and requirements.

Keep abreast of rules, regulations, and standards that affect the facilities; establishes and maintains good public relations with a variety of groups.

Knowledge of:

Knowledge of current federal and state legal, regulatory, ethical and other requirements pertinent to compliance in healthcare contracts. Familiarity with proficiency in using various compensation surveys and other valuation aids. Principles and practices of physician compensation programs and healthcare contracts, applicable state and federal laws and regulations, healthcare industry standards, principles and practices of supervision; and good customer service principles.

Ability to:

Plan, develop, coordinate and evaluate the physician compensation policies and procedures for HHSC; develop and implement HHSC's policies and procedures to ensure physician compensation and negotiation activities are adhered to. provide training and education to regional personnel; interpret and apply laws, rules, regulations, and policies and procedures to resolve physician compensation or negotiation issues; establish and maintain effective working relationships with regional personnel; communicate effectively both orally and in writing on a one-to-one basis as well as with groups, conducting training, etc.; and prepare reports.

This is the first class specification for the class, CONTRACT VALUATION MANAGER.

DATE APPROVED: May 26, 2006

JANICE WAKATSUKI
VP/Director of Human Resources