



Exciting New Opportunity!

Provider Relations & Network Coordinator

My Choice Family Care is growing and succeeding! We're pleased to announce a new opportunity for a highly organized and inspired career professional. Critical responsibilities include the safeguard of provider contract workflow and applications to prospective providers.

The Provider Relations & Network Coordinator will ensure timely flow of provider contracts and applications to prospective providers. This person will assist the Contracts department with initiating, negotiating and tracking of provider contracts and amendments, auditing, communication, and detailed analysis of provider contracts through full execution and consistent development.

Minimum Requirements:

- 2 years' experience in contract monitoring and/or development is required.
- Bachelor's degree in business administration, health sciences or related field is strongly preferred.
- Experience working with long-term care, health care programs, PACE and/or Partnership programs also preferred.

Submit your resume and letter of interest to:

Alyssa Kimberlin
HR Manager

My Choice Family Care

Phone: 414-287-7624

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