

POSITION OVERVIEW

Job Title: Associate Manager, Payor Strategy and Contracting
Business Title: N/A
Job Code: ASCMGRPC
FLSA Status: Exempt
Department: Payor Contracting
Reports to: Director, Payor Strategy and Contracting
Location: Remote
Draft Date: 4/30/2026
Revision Date: 5/25/2026
Approved By: Angela Wetzel
Role: Individual Contributor

POSITION SUMMARY

Radiology Partners is seeking an Associate Manager, Payor Strategy and Contracting who will support the Payor Contracting Department. This position will support all functions of the several radiology practices including but not limited to: contract portfolio assessment and management, contract (re)negotiations, contract implementation and metrics monitoring, resolving payor-related issues, and more. This position will work closely with other members of the Revenue Cycle Management team and perform special projects as assigned.

POSITION DUTIES AND RESPONSIBILITIES

- Review, redline, and support negotiation of contracts with commercial and government payors
- Monitor contract performance and implementation, identifying and helping resolve issues related to claims payments, reimbursement trends, and operational execution
- Support management of a portfolio of payor contracts for assigned radiology practices, ensuring consistency with contract terms and organizational objectives
- Serve as a key point of contact for physician practices and internal stakeholders on payor contracting questions and issue resolution
- Develop and maintain working knowledge of managed care, commercial and government payor products, and contract structures
- Conduct market, payor, and legislative research to support contracting strategy and inform decision-making

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of healthcare industry regulations, trends, and best practices
- Excellent written and oral communication skills are necessary
- Strong organizational, analytical, and problem-solving skills are essential in addition to attention to detail
- Strong Microsoft Word, Adobe Acrobat, and Excel experience preferred
- Ability to work with and communicate with multiple departments including legal, analytics, revenue cycle

REQUIRED QUALIFICATIONS

- Bachelor's Degree preferred
- Minimum of two years of healthcare or legal experience are necessary

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Direct payor contracting experience preferred

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly



Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date