

**SOUTHERN ILLINOIS UNIVERSITY  
SCHOOL OF MEDICINE**

**INCUMBENT** \_\_\_\_\_ **POSITION NO.** \_\_\_\_\_

**CLASSIFICATION:** Business/Administrative Associate

**WORKING TITLE:** Manager of Provider Compensation **DATE:** October 7, 2022

**DEPARTMENT:** SIU HealthCare Core **FLSA STATUS:** Exempt

**FUNCTION**

Under the general direction of the Executive Director of Clinical Finance, the Manager is a strategic financial partner to the Executive Director and is a member of the management team of the clinical enterprise at the SIU School of Medicine (SOM). Candidate will function as a strategic business partner to the operating units and serve as a consultant and educator and will supervise financial/compensation analysts who will work collaboratively on financial planning, and provider compensation issues. The position operates under the general directives and guidelines from the Executive Director within the rules, policies, and operational procedures of SIU HealthCare, SIU Board of Trustees, SIU School of Medicine and the laws of the State of Illinois.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Executive Director of Clinical Finance for SIU HealthCare, who reports to the Associate Provost of Finance and Administration who reports to the Chief Executive Officer for SIU HealthCare.

**SUPERVISORY CONTROLS**

This position shall be controlled by oral and written directives according to specifications and regulations of the SOM, SIU HC Board of Directors, Executive Director, Associate Provost and CEO.

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

**CHARACTERISTICS AND RESPONSIBILITIES**

Administration 100%

Responsibilities shall include, but not limited, to the following:

- A. Develop and implement reporting to monitor key performance measurements including productivity, benchmarking, and provider compensation.
- B. Maintain, develop and review contracts, loan forgiveness, and start-up agreements related to provider compensation. Monitor contract renewal cycles to ensure timely renewal of provider compensation contracts.
- C. Conducts market survey analysis, participates in compensation survey data submission, interprets and models salary survey data, creating actionable, market competitive and organizationally sustainable compensation models.
- D. Ensures compensation decisions are based on the compensation philosophy of SIU Medicine and within Fair Market Value and commercial reasonableness.
- E. Works collaboratively with physician recruiting and the legal department to develop contracts for physician employment, renewal and practice acquisition.
- F. Has primary responsibility for preparing and maintaining a provider compensation file which includes relevant documentation as required by SIU policies and procedures. Responsible for identifying and maintaining support for payments made to providers.
- G. Participates in annual operating budget discussions related to provider revenue, volumes, compensation and benefits.
- H. Prepare and issue monthly and quarterly provider compensation reports.
- I. Provide central analytics and reporting for provider compensation. Provide supporting documentation for changes in base pay, clinical base, incentives and other additional compensation amounts for review with leadership.
- J. Interact, as necessary, with outside vendors to perform fair market value and commercial reasonableness calculations and analysis.
- K. Engage with senior leadership to identify key strategic initiatives in order to meet the strategic plan
- L. Responsible for the oversight of the monthly compensation process that serves as the basis for performance-based compensation for all provider members of SIUHC. Oversees the accuracy and data integrity of compensation submitted to the finance team for input into ADP and payment to physicians.
- M. Responsible regular updates of internal calculations and factors which drive physician compensation.
- N. Prepare and issue monthly tracking reports to Departments for Advanced Practice

- Clinicians for quarterly incentive calculations and physician's on salary assurance or guarantees.
- O. Prepare and issue the monthly FQHC reports to assist in payroll calculations and productivity tracking for FQHC providers.
  - P. Synthesize data from various financial and operational systems in order to produce useful management tools to enhance and drive decision making concerning provider compensation including trend, internal equity, and salary survey benchmark data  
Perform analysis as necessary to ensure compensation models remain accurate
  - Q. Partner with business intelligence team on required uses of new enterprise tools for creating reporting tools, databases and analytics that meet customer needs and support compensation model needs.
  - R. Review, refine, develop and implement specific programs, best practices, standards, operational indicators and services to support the long-range strategic direction.
  - S. Provide recommendations for operational changes and ensure implementation and adherence.
  - T. Provide any financial support necessary to support operations including operational performance reviews.
  - U. P. Maintain strictest confidentiality in the areas of patient, employee and physician relations.

### **RESPONSIBILITY**

- A. Guidelines - The individual is expected to work within the guidelines established by SIU Healthcare Board and Compensation Committee, the School of Medicine, Southern Illinois University, the State of Illinois and federal agencies. In addition, the employee must have knowledge of accounting practices and knowledge of provider compensation trends and practices.
- B. Complexity – This position supports, and must have familiarity with, all divisions associated with SIU HealthCare. Additionally, this position must understand the complex financial relationship between the School of Medicine and SIU HealthCare and be able to perform provider compensation analysis and calculations. This position will be the subject matter expert for provider compensation and must current with best practices in the healthcare industry.
- C. Scope and Effect – This position is responsible for a multitude of internal and external reports and calculation which impact provider compensation and must ensue that the reports and calculations are both accurate and submitted on a timely basis.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Sensitive to the needs of underrepresented minority populations
- Ability to manage multiple tasks and deadlines, establish priorities, set objectives, and achieve goals.
- Demonstrate outstanding financial analytical skills.
- Experience developing complex financial models using advanced Excel formulas and Business Intelligence tools.
- Exceptional oral and written communication skills

**QUALIFICATIONS**

- Bachelor's Degree in business administration, management, finance, accounting or other related field. MBA or MHA is preferred.
- Professional business, financial and/or managerial work experience with at least 5 years of relevant financial and/or analytical modeling experience and/or compensation management.
- Demonstrated experience with and understanding of financial concepts used in compensation process design.
- Knowledge of health care administration systems; Experience with multiple provider and/or multi-specialty organizations is strongly preferred.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine

**WORKING CONDITIONS/PHYSICAL DEMANDS**

See attached Physical and Environmental Requirements form.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Incumbent

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Business Administrative Associate/Manager of Provider Compensation**

Position No. (If applicable): \_\_\_\_\_ Department: **SIU HealthCare Core-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

**Jodie Carey**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_