



Agreement & Contract Analyst, Medical Affairs - 1 position	Posting #: 55671
Medical Affairs	Posting Date: September 29, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: October 12, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$34.60 - \$40.73 /hour

Medical Affairs provides administrative oversight and strategic support to the hospital's Credentialed Professional Staff, including physicians, dentists, and midwives and is a strategic partner to these stakeholders and the organization. This position supports the Department Site Head of Psychiatry at St. Joseph's (or delegate) and the Manager of Physician Support Services in Medical Affairs, focusing on contract coordination, analysis, and administration for psychiatrists and related purchased services. We are seeking a highly motivated individual where responsibilities include developing and managing service agreements, supporting onboarding and payroll processes, and contributing to performance evaluation through data analysis and scorecard development. The role also involves financial data management and collaboration with Finance on funding allocations as per hospital policy and Ministry of Health guidelines. The successful candidate will help drive process improvements, support system training, and liaise with internal departments and various stakeholders to ensure alignment with hospital policies and strategic priorities.

KEY DUTIES AND RESPONSIBILITIES

- Monitor physician purchase service agreements in Psychiatry, as well as service agreements for the provision of psychiatry coverage in community-based primary care clinics.
- Support onboarding activities in Medical Affairs that are specific to psychiatrists, e.g. Creating timecards for newly hired psychiatrists and entering payroll as required.
- Assist with renewing contracts and preparing new contracts based on information provided by the Department Site Head.
- Distribute agreements, ensure completion and complete HR extensions as needed; Monitor and follow-up with Department Site Head and individuals if deadlines are approaching.
- Maintain purchase service agreements for medical secretaries employed by Hospital or Privately for physicians.
- Standardize and provide analysis in the collection and utilization of performance measures, develop custom reports for physician performance management and resource utilization, and quality improvement.
- Analyze MOH reports & data to determine integrity, systems under-utilization and related process improvement opportunities
- Participate in the management of Electronic Health Record (EHR) data as it relates to the physician user's performance.
- Support the development of physician scorecards in psychiatry with Decision Support/Enterprise Analytics to support Department Site Head/delegate review and performance evaluation of Department members, which include monitoring of utilization data and other key performance metrics.
- Support the OHIP billing process for hospital-based revenue including communication regarding relevant timelines and processes, review of reconciliation reports, providing summary information to relevant leaders.
- Work closely with Finance in understanding funding increases to psychiatrist funding received from MOH for Divested Provincial Psychiatric Hospital funding and through Physician Services Agreement negotiations.
- Assist with access to departmental systems, and other relevant software applications to psychiatrists as required.
- Liaise with other team members in Medical Affairs, Finance, Health Information Management, Quality Management and Clinical Decision Support, Leadership Council, and Medical Staff to gather and distribute key information; other work as required.

Essential Qualifications

- Bachelor's degree in Business Studies, Business Administration, Business Management, Health Management, Operations Management, Accounting, Data Analytics, Applied Health Information Science, or similar.

- Minimum one to two years? experience in the field related to one of the above degrees.
- Contract management and experience writing contracts/agreements with well-developed negotiation and conflict management/resolution skills.
- Ability to create and/or develop business systems according to organizational needs and requirements
- Demonstrated ability to maintain a fast work pace and manage multiple priorities with strict deadlines while maintaining a positive attitude.
- Must have well-developed organizational and time management skills with excellent attention to detail and accuracy, analytical and detail-oriented with exceptional problem solving/troubleshooting skills.
- Ability to analyze and improve business processes, seek out and adapt technological advances in the areas of knowledge and information management.
- Must possess excellent verbal and written communication and interpersonal skills with the ability to communicate concepts clearly.
- Demonstrated ability to maintain confidentiality of privileged staff personal data
- Required ability to travel and work flexible hours as needed.

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you may engage in roles related to teaching and/or research activities in addition to any of your duties.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*