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Department	Patient Accounting					
Cost Center Name	Patient Accounts					
Position Title:	Business Analyst					
I. POSITION SUMM	ARY:					
Primary Purpose This section provides ε	brief description of the position.					
	systems in the Patient Accounts and Registration departments, ensuring their maximum usefulness. Generate I daily weekly and monthly reports.					
Position Reports To: Director of Patient Accounts						
II. EDUCATION AN	D EXPERIENCE REQUIRED FOR POSITION:					
Education:						
This section identifies	both the required and preferred level of education for the position.					
Required The level required to meet the minimum qualifications of the position. Preferred The ideal level one would seek in recruiting candidates for this position.						
Education High School diploma of Junior College/Technic Bachelor's degree Master's degree Ph.D. MD Certification/Registra This section identifies	eal School X Indication					
This section identifies both the required and preferred specialized type of licensure, registration, or certification for the position. Required The level legally required by the applicable state law to meet the minimum qualifications of the position. Preferred The ideal level one would seek in recruiting candidates for this position.						
Certification/Reg Microsoft office Specia						

Experience

This section specifies both the **minimum** and **preferred** level of previous position-related experience to perform the duties. This includes both experience acquired at Cabell Huntington Hospital and elsewhere.

-	<u>Minimum</u>	Preferred
No Previous Experience is Required		
Up to 1 Year Experience is Required		
1 to 2 Years of Position-Related Experience		
2 to 5 Years of Position-Related Experience		
5+ Years of Position-Related Experience	X	

The **kind** of position-related experience includes:

A bachelor's degree in computers or health care administration with classes in computers or at least five years' experience in healthcare computer system management. Expert level proficiency in Microsoft Office products. Five or more years' experience in analytics and system development. Proven analytical abilities. Experience in generating process documentation and reports. Excellent communication skills, with an ability to translate data into actionable insight. Patient Accounting experience required.

	Neonates	<u>Pediatrics</u>	Adolescents	<u>Adults</u>	<u>Geriatrics</u>
Ages of Patients Served by this Position: N/A					

Physical Demands:

- 1. Frequent prolonged sitting
- 2. Occasional standing/walking
- 3. Ability to stoop, bend, kneel, climb stairs
- 4. Level of hearing adequate to use telephone/intercom

III. PRIMARY CUSTOMERS OF THIS POSITION:

The ultimate customer is always the patient. However, you provide services to other internal and external customers. Identify those other primary customers to whom you provide service.

Employees

Physicians

Volunteers

Job Specific Accountabilities:

- Follow standards of conduct and procedure of the client and applicable laws and regulations and reports violations through appropriate chain of command.
- On a daily basis ensure that the various accounts receivable reports reconcile to each other and to the prior days balance.
- On a monthly basis ensure that the various accounts receivable reports reconcile to the general ledger.
- On a daily basis manage the contract manager software and distribute variances.
- Assist with the implementation of any new computer systems.
- On a daily basis ensure that claims transmitted electronically are verified to have been received by the insurer.
- Develop and generate reports that identify problems with billing, follow-up and collection, and recommend solutions.
- Produce, validate and share Revenue Cycle reports with department stakeholders.
- Courteous to our customers, which include patients, visitors, physicians, volunteers and fellow employees.
- Demonstrates honesty, discretion in conduct, and confidentiality in conversation in all of work environment.
- Reports patient safety concerns and hazardous conditions in a timely and appropriate manner.
- Develop, generate and distribute reports that assist in the assignment of work.
- Work with the other department managers to develop ways in which the computer systems can assist them in achieving their goals and objectives.