

 Oroville Hospital <b>Job Description for Business Analyst</b>	Department:	<b>Patient Accounting</b>
	Dept.#:	<b>8530</b>
	Last Reviewed:	
	Last Updated:	<b>10/07/11; 10/16/12</b>

### **Reports To**

Director Patient Financial Services

### **Job Summary**

The Business Analyst performs a wide range of special tasks and projects related to the finance department. The Business Analyst provides administrative support to Director of Patient Financial Services and the Controller. Prepares monthly accounts receivable and projection analysis for the CFO, Director of Patient Financial Services and the Controllers review.

The Business Analyst will be responsible in analyzing, aged trail balances, work queues, revenue cycle dashboards, payment variances, denial management, productivity measures, customer service measures, quality indicators and special projects.

### **Duties**

- Learns and understands insurance contracts and performs collection activities based on these guidelines.
- Identifies and collects on underpaid accounts
- Provides supporting data analysis for insurance contract negotiations and modeling
- Responsible for all physician and hospital payer enrollment related functions
- Maintains, updates and distributes daily cash flow spreadsheet
- Update and distributes monthly Denials spreadsheet
- Generate and analyze daily credit balance report.
- Maintain, update and distribute other reports as needed
- Follows HIPAA regulations and protects patient confidentiality and privacy.
- Responsible for special projects as assigned
- Responsible for analytical duties as assigned
- Performs other duties as assigned

### **Skills**

Requires ability to master an understanding of Patient Account processes and regulations. Possesses creativity, high energy, organizational, and problem solving skills, process thinking and interpersonal skills are required. Strong knowledge of sound business practices, hospital operations and system

Title:	<b>Business Analyst</b>	<b>Date: 10/16/12</b>	Page 2 of 2
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integration required. The ability to maintain patient confidentiality is required. Proven ability to work both independently and as a member of a team.

### **Qualifications**

- Bachelor's Degree in Business, Accounting or Health Care related field **OR** five (5) year's experience in hospital patient accounting duties and responsibilities desired
- General computer skills and advanced excel knowledge are a must
- Knowledge in healthcare payer industry
- Knowledge of Patient Financial Service systems

### **Lifting Requirements**

Sedentary- generally, lifting not more than 30 lbs. maximum and occasionally lifting and/or carrying such articles as reports, files and small items.