

Reimbursement Analyst

Linthicum, MD

Summary

Under general supervision develops, analyzes, reports and interprets financial information to assist management in evaluating and executing the organization's business plans in compliance with the Health Services Cost Review Commission (HSCRC) and Center for Medicare and Medicaid Services (CMS) regulations.

Responsibilities:

- Assists with preparation of various statistical, compliance and rate reports for outside agencies such as Center for Medicare and Medicaid Services (CMS), Health Services Cost Review Commission (HSCRC), and the Maryland Hospital Association (MHA) in accordance with the requesting agencies standards and requirements. Reports include: Medicare Cost Report, HSCRC Annual Filing, Wage & Salary Survey, Residents & Interns Survey, and Community Benefit Report.
- Prepares routine internal reports for management review to ensure accurate revenue booking and compliance are achieved for assigned facility. These reports include but are not limited to Volume & Price Report, Unit Rate Compliance Report, 8th and 10th Day Month-End Close Reports.
- Reviews data received from various sources (includes Case Mix, Decision Support, and Financial Reporting) to ensure accuracy.
- Analyzes unit rate compliance to ensure assigned facility maintains compliance in accordance with HSCRC and CMS regulations. Works with hospital staff to implement price changes in the system and follows up to ensure accurate change were made.
- Gathers data and completes required analysis at the request of audit staff for annual financial statement audit and HSCRC special audit.
- Works closely with UMMS decision support and financial planning personnel to develop revenue projections and estimated rates for the development of the annual budget for assigned facility. Reviews final hospital rate updates received from the HSCRC.
- Assists senior staff in reviewing existing operating procedures and make recommendations to maximize operating efficiency and reimbursement.
- Communicates with departments within Shared Services and at assigned facility in order to proactively identify opportunities for data integrity improvement.
- Communicates with various departments, gathers data and research reimbursement policies to assist senior staff with ad hoc reporting request.
- Maintains the upkeep of CMS and HSRCS correspondences and published reports in the UMMS archival and retrieval system (ART).

Education and Experience

- Bachelor's degree in Economics, Accounting or a related field with principals or practices in analysis and financial reporting required.
- Two years progressively responsible financial planning, financial analysis, budgeting, managed care or accounting experience preferred. Additional education beyond Bachelor's or specialized related training may be substituted for experience. 3. Healthcare-related finance background preferred.

Knowledge, Skills and Abilities

- Ability to work within a team environment or independently to train and quickly understand financial model and regulatory requirements needed to effectively complete responsibilities.
- Ability to judge the level of confidentiality of information / activities involved in and exhibit integrity in use of dissemination of such information.
- Ability to build expertise by studying HSCRC regulations and policies. Attends and participates in internal trainings and other professional educational programs as it relates to HSCRC policy.
- Proficient knowledge of spreadsheets (i.e., Lotus, Microsoft Excel), databases (i.e., DBASE, Microsoft Access), word processing programs (i.e., Microsoft Word), graphic/specialty and other finance-related software programs.
- Highly effective verbal and written communication skills are necessary in dealing with a variety of healthcare and finance professionals including senior management staff.
- Ability to develop and evaluate complex financial data via use of computer analysis.
- Ability to choose the appropriate mathematical methods or formulas needed to calculate information and solve problems
- Ability to work effectively in a matrix work environment and manage multiple deadline driven projects.
- Ability to listen and understand verbal directions. Accurately and efficiently translate directions into analysis or reports.
- Strong analytical skills.

For More Information/ How to Apply:

<https://jobs.umms.org/job/11776946/reimbursement-analyst-entry-level-linthicum-md/>