

Revenue Cycle Analyst - Pharmacy

Boston Medical Center

Job Location: Boston, MA

Full Time/Days

JOB SUMMARY:

Under the direct supervision of the Pharmacy Revenue Cycle Manager and according to department policies, procedures, and guidelines, is responsible for providing analytical support in all areas of pharmacy-related charges and revenue. Tracks and reports various metrics as specified by department management and provides direct client support as needed. Monitors various exception-based reports designed to catch billing mistakes and resolves where appropriate. Primary contact for coordination and distribution of client payables. The Revenue Cycle Analyst-Pharmacy position requires minimal supervision and is able to work independently, with an in-depth knowledge of retail pharmacy billing and reimbursement. Creates a positive, constructive, and supportive relationship between hospital departments, Pharmacy, and Contract Pharmacy clientele. Provides training and mentoring of Pharmacy Revenue Cycle Associates.

RESPONSIBILITIES:

- Collaborates with Compliance Analysts to professionally and efficiently identify client prescriptions
- Develops a process for the review and tracking of pharmacy and client prescriptions to ensure completeness and payment from insurance carriers
- Utilizes pharmacy dispensing software to re-bill claims as appropriate or as specified by management
- Prepares and maintains reports or dashboards as needed by pharmacy revenue cycle management or client
- Contacts insurance companies on applicable claim rejections/denials to seek resolution
- Routinely audits claims for accuracy and completeness. Communicates findings to appropriate parties and proposes actions for correction
- Monitors and resolves hospital drug charge edits daily
- Collaborates with Revenue Integrity, Billing and Coding, and Patient Financial Services to resolve denials as they relate to drug charges
- Performs internal price plan and price table maintenance as needed
- Identifies claims billing/payment issues and recommends actions to resolve
- Identifies and communicates quality and process improvement opportunities regarding third party billing and pharmacy revenue cycle operations
- Performs month-end reconciliation of pharmacy revenue and receipts
- Prepares and submits monthly client payables to Accounts Payable and ensures clients are paid appropriately and timely
- Performs research and special project support as needed by management
- Participates in hospital wide quality improvement activities
- Conforms to hospital standards of performance and conduct, including those pertaining to patient rights, so that the best possible customer service and patient care may be provided
- Utilizes the hospital's cultural beliefs as the basis for decision making and to support the hospital's mission and goals

EDUCATION:

- Associates Degree in Finance / Accounting or related discipline is required
- Bachelor's Degree is preferred

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:

- Current Certified Pharmacy Technician (CPhT) License is preferred

EXPERIENCE:

- Minimum of 2 years' experience working with and analyzing data, required
- Experience working with data to produce reports, required

- Minimum of 2-4 years' revenue cycle or accounts receivable experience required.
- Credentialing and contracting experience highly preferred.

KNOWLEDGE AND SKILLS:

- Advanced understanding of insurance billing for various pharmacy payers
- Knowledge of Medicare/Medicaid and private payer insurance program as it related to prior authorization of medical services, eligibility, and insurance billing
- Strong research, problem-solving, and analytical skills
- Knowledge of Microsoft Office programs.
- Time management skills
- High level of independence and initiative
- Professional in conduct and demeanor
- Ability to perform multiple tasks and prioritize simultaneously
- Strong verbal and written communication

FOR MORE INFORMATION/TO APPLY:

<https://jobs.bmc.org/jobs/?ad=26462&category=finance&location=boston-ma&title=revenue-cycle-analyst-pharmacy&v=bmcrms>