

Reimbursement Analyst

Select Medical

Job Location: Mechanicsburg, PA

Full Time/Days

JOB SUMMARY:

The Reimbursement Analyst provides support to the Reimbursement Department, specifically in areas related to cost reporting and data acquisition. Responsibilities:

- Preparation of Medicare and Medicaid cost reports using data from company general ledger and patient accounting systems.
- Communicates with Hospital personnel and Corporate Hospital Finance staff to capture and collect data relating to Medicare cost reporting, and financial audits, and State surveys.
- Maintains cost report software and updates to newly released versions.
- Assists with the preparation of quarterly Periodic Interim Payment reports.
- Performs PS&R (Medicare) reconciliations using remittance logs and Medicare payment summaries.
- Assist with the Reimbursement department's month-end close process to include reconciliation of cash receipts and current revenue and updating Medicare due/to from models.
- Completion of Medicaid surveys to obtain levels of uninsured and charity care.

MINIMUM REQUIREMENTS:

- Proficiency in Microsoft Office Suite including Word, spreadsheet applications (Excel).
- Requires excellent organizational and task-prioritization skills.
- Strong oral and written communication skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- BS degree in Accounting, Finance or Business Administration.

FOR MORE INFORMATION/TO APPLY:

<https://careers.selectmedical.com/jobs/2025/03/05/22/02/321298/>