

Associate Revenue Cycle Quality & Performance Management Analyst

Phelps Memorial Hospital
Job Location: Sleepy Hollow, NY
Full Time/Days

JOB SUMMARY:

Assists in analyzing, identifying plans, and updating training materials. Helps ensure smooth operations post-implementation.

1. Assists with analyzing and maintaining revenue cycle activities across sites.
2. Monitors performance to goal of Revenue Cycle resources.
3. Participates in the development of recommendations for Revenue Cycle projects which may include discovery, design, conversion and testing.
4. Assists in developing training programs for Revenue Cycle processes and applications for current and prospective users.
5. Understands processes and maintains compliance with system policies, applicable laws and contractual Bargaining agreements.
6. Contributes to the development of procedures for system audits. Resolves discrepancies, as required.
7. Collaborates with implementation teams to resolve user issues.
8. Consults with departments to provide customer support during and postimplementation.
9. Troubleshoots issues and resolves concerns as well as recommends necessary fixes. Advises management of results and recommends actions. Consults with newly acquired facilities and designs transition and implementation plans.
10. Work assignments are straightforward and of moderate complexity with direct guidance, responsible for working on basic assignments.
11. Makes decisions regarding own work, approach, and priorities
12. Regularly contributes useful ideas for own work area/team within defined parameters
13. Exercises judgement within defined procedures and practices to determine appropriate action. Delivers information and collaborates on problems/issues within defined parameters
14. Performs related duties as required. All responsibilities noted here are considered essential functions of the job under the Americans with Disabilities Act. Duties not mentioned here, but considered related are not essential functions.

MINIMUM REQUIREMENTS:

- 0-1 years of relevant experience, required.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree or equivalent combination of education and related experience.

FOR MORE INFORMATION/TO APPLY:

<https://jobs.northwell.edu/job-3/22762156/associate-revenue-cycle-quality-performance-management-analyst-sleepy-hollow-ny/>