

Job Family	Finance	Job Summary	Involves revenue cycle functions for the healthcare enterprise, including system billing, reporting and support. Ensures account information contains accurate and comprehensive data to provide timely billing and optimal reimbursement for services. Impacts processes to include charge capture, coding, insurance identification, data entry, billing, payment posting, refund processing and collections. May also be responsible for / integrated with business office operations.		
Job Function	Revenue Cycle				
Category	<b>Professional</b>				

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Job Title	Revenue Cycle HC Analyst 1	Revenue Cycle HC Analyst 2	Revenue Cycle HC Analyst 3	Revenue Cycle HC Analyst 4	
Job Code	7591	7590	7589	7588	
Tracking Code	A1633	A1634	A1635	A1636	
Per. Program	PSS	PSS	PSS	PSS	MSP
FLSA	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Custom Scope	Working under direct supervision, acquires skills and knowledge in revenue cycle practices and concepts. Learns to work on projects of limited scope and complexity.	Under general supervision, applies acquired skills as a revenue cycle analyst to complete projects of moderate scope and complexity.	Functions independently with full understanding of all components of the revenue cycle. Completes complex projects of diverse scope and / or portions of large projects.	Leads projects and / or team members, proposes new programs and policies in accordance with best practices. Manages projects at all levels of complexity and scope.	
Key Resp 01	Under direct supervision, learns to apply dashboards and processes for continuous analysis of revenue cycle functions of limited size and scope. Audits data input for all components of revenue cycle management.	Under general supervision, applies dashboards and processes for continuous analysis of revenue cycle functions of moderate scope and complexity. Audits data input for all components of revenue cycle management.	Applies dashboards and processes for continuous analysis of complex revenue cycle functions of diverse scope. Audits data input for all components of revenue cycle management.	Develops dashboards and processes for continuous management and analysis of revenue cycle functions. Develops and proposes new or changing components of the revenue integrity program, to maximize revenues and increase efficiencies.	
Key Resp 02	Works on small projects or segments of larger projects, learning to compile data, interpret trends, and perform financial analyses of revenue cycle operations.	Applies acquired skills to collaborate in gathering data, identifying trends, and performing financial analyses of revenue cycle operations.	Analyzes complex financial data and identifies trends in revenue cycle operations. Summarizes data and presents reports to leadership.	Analyzes highly-complex financial data and identifies trends in revenue cycle functions and integration of operations. Delivers comprehensive reports and presentations to leadership, to include proposals and solutions to maximize	

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				revenues.	
Key Resp 03	Under supervision, develops skills to assist departments with defining reporting and information requirements. Develops skills to identify data sources and develop routine and ad hoc reports and presentations.	Assists departments with defining reporting and information requirements. Assists with identifying data sources, develops and delivers routine and ad hoc reports and presentations.	Liaisons with departments to thoroughly define reporting and information requirements. Identifies data sources, develops and delivers routine and ad hoc reports and presentations. Proposes changes or enhancements to systems to improve reporting capabilities.	Works with Information Technology to define needs and system enhancements. Design models, using input from departments, operational experience, and best practice research. Statistical and financial results in revenue cycle departments and on the workflows and system efficiencies of revenue cycle functions.	
Key Resp 04	Under direct supervision, works proactively with assigned departments to assure appropriate revenue cycle practices and compliance with internal and external regulations.	Under general supervision, works proactively with assigned departments to assure appropriate revenue cycle practices and compliance with internal and external regulations.	Works proactively with departments across the system to assure appropriate revenue cycle practices and compliance with internal and external regulations.	Leads and / or monitors progress and priorities on projects. Collaborates with departments across the system to assimilate and define needs, develop goals and metrics, and define system requirements and capabilities.	
Key Resp 05	Acquires skills to participate on teams analyzing revenue cycle workflows to propose improvements in efficiencies and timeliness. Assists in developing workflow solutions to maximize revenues.	Contributes to small to medium projects analyzing revenue cycle workflows to propose improvements in efficiencies and timeliness. Assists in developing workflow improvements to maximize revenues.	Evaluates revenue cycle workflows to propose improvements in efficiencies and timeliness. Collaborates with and coordinates between departments to design new workflows, in order to maximize revenues.	Serves as a technical leader and resource in evaluating revenue cycle workflows to propose improvements in efficiencies and timeliness. Provides guidance and expertise in the development of highly-complex workflow improvements to integrate practices in all revenue cycle areas and maximize revenues.	
Key Resp 06	Under direct supervision, analyzes charge integrity, reconciliation and charge linkages from ancillary charging systems for the medical center / health system.	Under supervision, analyzes charge integrity, reconciliation and charge linkages from ancillary charging systems for the medical center / health system.	Oversees charge integrity, reconciliation and charge linkages from ancillary charging systems for the medical center / health system.	Recommends and implements new processes and systems to improve charge integrity, reconciliation and charge linkages from ancillary charging systems for the medical center / health system.	
Key Resp 07	Under supervision, delivers training to patient financial services units on revenue cycle systems, processes and procedures. Patient finance areas include registration, insurance verification, financial counseling and authorization processes.	Delivers training to patient financial services units on revenue cycle systems, processes and procedures. Patient finance areas include registration, insurance verification, financial counseling and authorization processes.	Delivers training to patient financial services units on revenue cycle systems, processes and procedures. Patient finance areas include registration, insurance verification, financial counseling and authorization processes.	Develops and delivers training to patient financial services units on revenue cycle systems, processes and procedures. Patient finance areas include registration, insurance verification, financial counseling and authorization processes.	

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Key Resp 08			Maintains currency with government regulations, reimbursement issues and other matters having potential financial impact. Drafts changes to systems, policies and procedures as needed.	Develops and implements changes to systems, policies and procedures to maintain currency in government regulations, reimbursement issues and other matters having potential financial impact.	
Key Resp 09					
Key Resp 10					
Key Resp 11					
Key Resp 12					
Key Resp 13					
Key Resp 14					
Key Resp 15					
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	
Education 2					
Education 3					
Education 4					
License 1					
License 2					
License 3					
License 4					
Cert 1					
Cert 2					
Cert 3					
Cert 4					
Spec Cond 1					
Spec Cond 2					
Spec Cond 3					
Spec Cond 4					
KSA 01	Knowledge of any or all of the following: billing, collections, charge capture,	Working knowledge of the practices, procedures, and concepts of the	Thorough knowledge of the practices, procedures, and concepts of the	In-depth knowledge of the practices, procedures, and concepts of the	

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	contractual adjustments, third-party reimbursements, and cash management.	healthcare revenue cycle. Knowledge of any or all of the following: billing, collections, charge capture, contractual adjustments, third-party reimbursements, and cash management.	healthcare revenue cycle and its component operations, including billing, collections, charge capture, contractual adjustments, third-party reimbursements, and cash management.	healthcare revenue cycle and its component operations, including billing, collections, charge capture, contractual adjustments, third-party reimbursements, and cash management.	
KSA 02	Knowledge of reporting instruments, metrics and / or dashboard design.	Working knowledge of reporting instruments, metrics and / or dashboard design.	Thorough understanding of the issues, processes, reporting instruments, metrics, analytics, and other tools and techniques involved with measuring and analyzing the revenue cycle.	In-depth understanding of the issues, processes, reporting instruments, metrics, dashboard design, and other tools and techniques involved with measuring and analyzing the revenue cycle.	
KSA 03	Detail oriented, with organizational skills and the ability to manage time efficiently, prioritize tasks, and complete assignments consistently on schedule.	Detail oriented, with demonstrated organizational skills and the ability to manage time efficiently, prioritize tasks, set schedules, and complete projects in a timely and cost-effective manner.	Detail oriented, with proven ability to effectively manage time, see tasks and projects through to completion, organize competing priorities, and effectively address complex, urgent issues as they arise.	Advanced organizational and project management skills, and ability to lead a team, prioritize tasks, and see projects through from inception to completion on schedule.	
KSA 04	Knowledge of database, spreadsheet and presentation software.	Proficiency in common database, spreadsheet and presentation software.	Strong skills in report development, dashboard design, and various software tools specific to healthcare revenue cycle management. Skills in common database, spreadsheet and presentation software.	Advanced skills in report development, dashboard design, and various software tools specific to healthcare revenue cycle management. Skills in common database, spreadsheet and presentation software.	
KSA 05	Basic communications skills, with the ability to interpret and present clinical financial information clearly and concisely.	Demonstrated communications skills, with the ability to interpret and convey complex clinical finance information in a clear, concise manner. Ability to summarize and present reports and presentations.	Strong communications skills, with the ability to interpret and convey complex clinical finance information in a clear, concise manner. Ability to prepare compelling and informative reports and presentations.	Advanced communications skills, with the ability to interpret and convey complex clinical finance information in a clear, concise manner. Ability to prepare compelling and informative reports and presentations to all levels of staff and management.	
KSA 06	Analytical and problem-solving skills, with the ability to learn to evaluate workflows and systems.	Demonstrated analytical and problem-solving skills, with the ability to evaluate the effectiveness of workflows and systems.	Strong analytical and problem-solving skills, with the ability to evaluate the effectiveness of workflows and systems and propose innovative solutions.	Advanced analytical and problem-solving skills, with the ability to evaluate the effectiveness of workflows and systems in revenue cycle program areas, to identify weaknesses and develop innovative solutions and process improvements.	

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KSA 07	Interpersonal skills to work effectively in a team environment with internal staff in a wide variety of business and clinical areas.	Demonstrated interpersonal skills to work effectively in a team environment with internal staff in a wide variety of business and clinical areas.	Strong interpersonal skills, with the ability to collaborate effectively on complex projects in a team environment with staff from a wide variety of business and clinical areas.	Advanced interpersonal skills, with the ability to collaborate effectively on highly-complex projects in a team environment with a wide variety of business and clinical areas.	
KSA 08			Proven ability to work with managers, serving as a technical resource, providing recommendations and advice on regulatory changes, and industry trends and developments in revenue cycle management.	Strong ability to advise management, serving as a technical expert, providing proposals for improvement and guidance on regulatory changes and industry trends and developments in revenue cycle management.	
KSA 09					
KSA 10					
KSA 11					
KSA 12					
KSA 13					
KSA 14					
KSA 15					
Environment	Health care (hospital, clinical, classroom setting or similar environment as the role requires).	Health care (hospital, clinical, classroom setting or similar environment as the role requires).	Health care (hospital, clinical, classroom setting or similar environment as the role requires).	Health care (hospital, clinical, classroom setting or similar environment as the role requires).	
Career Path 1	Revenue Cycle Analyst 2	Revenue Cycle Analyst 3	Revenue Cycle Analyst 4	Revenue Cycle Supv 2	
Career Path 2				Revenue Cycle Mgr 1	
Career Path 3				Career Path open	
Career Path 4					
Career Path 5					
Career Path 6					