



## EDI ANALYST III

---

**Position Status:** Exempt  
**Reports To:** EDI Manager  
**Effective Date:** 05/04/18  
**Revised Date:** 08/17/20  
**Job Level:** P3

### POSITION SUMMARY

Under direction, this position:

1. Leads the implementation of new EDI transactions, x12 and proprietary, including data analysis, requirements assessment and gathering, and solution design and testing
2. Performs deep dive analysis and maintains the accuracy of production healthcare EDI transactions and processes, including encounter data oversight
3. Manages relationships with trading partners, such as providers, vendors, and regulatory agencies
4. Provides subject matter expertise and assists with providing mentoring and training
5. Performs other duties as assigned

### DISTINGUISHING CHARACTERISTICS

The EDI Analyst III is the advanced working level classification in the series and is distinguished from the lower, working level EDI Analyst II by the former's degree of expert knowledge related to EDI transactions and HIPAA code sets, core systems claims and EDI functionality, and performance of more complex analysis of X12 standards and regulatory requirements related to future planning activities.

### RESPONSIBILITIES

1. Leads the implementation of new EDI transactions, x12 and proprietary, including data analysis, requirements assessment and gathering, and solution design and testing, with duties including but not limited to:
  - Serving as the primary point of contact in resolving complex issues related to new EDI transactions, such as ensuring compliance with encounter data, claims, payments, provider network data, membership/enrollment data, benefits, authorization, and real time transactions
  - Analyzing, interpreting, and implementing regulatory requirements and policy and operational changes from various governmental entities, such as the Department of Health Care Services (DHCS), Department of Managed Health Care (DMHC), and Centers for Medicare and Medicaid Services (CMS)
  - Making recommendations and implementing business and system requirements according to regulatory requirements and related specifications
  - Gathering, documenting and analyzing requirements and aligning user information with capabilities of Alliance systems and the needs of healthcare trading partners
  - Tracking and performing critical analysis of EDI issues and test results, developing solutions to problems, and delivering plans for resolution
  - Analyzing EDI implementations, recommending improvements to processes and coordinating with trading partners to resolve issues
  - Validating EDI maps to ensure compliance with business requirements and regulatory requirements

- Leading cross-functional EDI-related projects
2. Performs deep dive analysis and maintains the accuracy of production healthcare EDI transactions and processes, including encounter data oversight, with duties including but not limited to:
    - Diagnosing complex problems with EDI processes and working with other technical and business resources to resolve issues
    - Monitoring EDI file processing, performing tests, troubleshooting problems to resolve transaction file issues and errors, and providing support in response to internally and externally identified issues
    - Ensuring complete, accurate, reasonable and timely encounter data and provider network data submissions to DHCS that meet or exceed mandatory regulatory requirements and remediate errors, as needed
    - Participating in cross-functional workgroups to resolve issues, including data quality and data gap issues
    - Performing complex analysis of data into and out of Alliance systems in support of EDI transactions
    - Ensuring EDI HIPAA compliant code sets are properly maintained and applied in Alliance core systems and data mapping
    - Supporting the monitoring of key established metrics and remediating where targets are not met
  3. Manages relationships with trading partners, such as providers, vendors, and regulatory agencies, with duties including but not limited to:
    - Managing communication with internal and external stakeholders to ensure compliance with all regulations, policies and procedures
    - Monitoring subcontractor's data submissions to ensure completeness, accuracy, reasonability and timeliness in accordance with regulatory agency requirements
    - Acting as liaison and EDI lead with vendors and working with business partners to drive project completion and rollout of applications, integrations, and processes
    - Working with and responding to internal stakeholders, governmental agencies and trading partners to resolve EDI issues related to claims, providers, members, reimbursement, enrollment, and other real-time transaction issues
    - Managing and monitoring the quality and timeliness of subcontractors' data submissions
    - Auditing data to ensure the accuracy of information supplied to and from regulatory agencies and trading partners
  4. Provides subject matter expertise and assists with providing mentoring and training, with duties including but not limited to:
    - Coaching and mentoring team members, guiding them in making sound judgment calls, and ensuring accountability for their assigned work
    - Training ITS staff and business units on EDI systems, tools, business processes and workflows
    - Reviewing processes and procedures to identify needed improvements and providing recommendations to ensure continuous process improvement
    - Developing and maintaining documentation of EDI requirements, specifications, workflows and processes
    - Maintaining documents for operational procedures according to HIPAA standards and regulatory guidelines, such as Companion Guides and Implementation Guides

5. Performs other duties as assigned

## EDUCATION AND EXPERIENCE

- Bachelor's degree in Information Technology, Computer Science, Computer Engineering, Healthcare or a related field and a minimum of five years of business analysis experience in a Medi-Cal or managed care environment (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying

## KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all HIPAA EDI protocols
- Thorough knowledge of ANSI X12 healthcare transactions including but not limited to 837 I/P, 834, 835, 270/271, 274, 276/277 files
- Thorough knowledge of current technology transmissions and receipt methods and the requirements of electronic data submissions
- Thorough knowledge of software product lifecycle management, from defining requirements to implementation
- Thorough knowledge of systems development lifecycle
- Thorough knowledge of and proficiency with Windows based PC systems and Microsoft Word, Excel, and Outlook
- Working knowledge of formal testing methodology, the principles and practices of test plan development and execution, and documentation of test results
- Working knowledge of advanced SQL
- Working knowledge of CAQH CORE Operating Rules
- Working knowledge of the healthcare industry and the principles of healthcare planning
- Ability to manage multiple projects simultaneously, organize work, maintain accurate records, respond to changing priorities, and achieve goals and timelines
- Ability to work collaboratively with individuals at all levels in a matrix organization while supporting multiple stakeholders
- Ability to define issues, collect and interpret complex data, develop solutions, project consequences of recommendations, and prepare written reports
- Ability to perform technical and non-technical troubleshooting and diagnose and resolve problems efficiently and effectively
- Ability to develop and translate business requirements and apply rules, regulations, policies, procedures and guides
- Ability to demonstrate flexibility and creativity, identify improvements to existing practices, and effectively adapt to change
- Ability to train, guide and act as an EDI resource to staff and trading partners
- Ability to work independently with minimal supervision and as a member of a team

## DESIRABLE QUALIFICATIONS

- Experience working in a Medi-Cal environment
- Thorough knowledge of advanced SQL
- Thorough knowledge of healthcare business analysis

## WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

---

*This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.*