



LEAD PAYER ANALYTICS CONSULTANT

Position Status: Exempt
Reports To: Payment Strategy Director
Effective Date: 01/01/24
Revised Date:
Job Level: P4

POSITION SUMMARY

Under general direction, this position:

1. Functions as a strategic consultant to Alliance executive leadership in the areas of complex managed care payer financial modeling and statistical analysis to evaluate the feasibility of payer reimbursement methodologies
2. Advises Alliance executive leadership on organizational decision making through the performance of complex financial analysis to support successful payer reimbursement outcomes
3. Acts as subject matter expert and collaborates with internal and external stakeholders to achieve payer reimbursement objectives
4. Acts as a subject matter expert and lead to subordinate staff
5. Performs other duties as assigned

DISTINGUISHING CHARACTERISTICS

The Lead Payer Analytics Consultant is the expert and lead level classification in the series and is distinguished from the next lower, advanced working level Senior Payer Analytics Consultant by the former's responsibility for independently acting as a strategic consultant on the most complex projects, thorough knowledge of the methods and techniques of provider reimbursement, and responsibility for acting as a lead to subordinate Payer Analytics Consultants.

RESPONSIBILITIES

1. Functions as a strategic consultant to Alliance executive leadership in the areas of complex managed care payer financial modeling and statistical analysis to evaluate the feasibility of reimbursement methodologies, with duties including but not limited to:
 - Leading the development of the most complex financial models and performing payer performance analysis
 - Leading payer contract modeling strategy, including developing risk contracting methods
 - Leading the development of methods and models involving multiple variables and assumptions to identify the implications, ramifications, and results of a wide variety of new and revised strategies, approaches, provisions, parameters, and rate structures aimed at establishing appropriate reimbursement levels
 - Preparing and presenting modeling results to senior leadership and other key stakeholders, for review and decision-making activities
 - Gathering data and producing analytical statistical reports related to new ventures, products, and services based upon operating and underlying assumptions, such as modifications of charge rates
 - Leading the advancement of provider payment analytics
 - Performing data mining and financial modeling, contract modeling and analysis utilizing large data sets related to financials, profitability, and business strategy
 - Identifying, reporting, and escalating issues and risks to management, as appropriate

- Providing proactive consultative strategic solutions to stakeholders
 - Researching and recommending areas for improvement related to data quality and reporting
 - Collecting, organizing, visualizing, and assimilating data to enable financial decision making
 - Providing insights developed through advanced analysis, including data mining, developing reports, and preparing presentations that include solutions and recommendations
 - Using statistical techniques to identify payer reimbursement improvement opportunities
 - Ensuring data integrity of analytical tools and reporting
 - Staying informed about developments in the field of payer analytics
 - Assisting the Payer Analytics Director with special projects, as assigned
2. Advises Alliance executive leadership on organizational decision making through the performance of complex financial analysis to support successful payer reimbursement outcomes, with duties including but not limited to:
- Serving in an advisory role responsible for evaluating business needs and opportunities, including identifying potential payment methodologies, and making recommendations to Alliance leadership
 - Monitoring current contract rates, reimbursement methodologies and risk arrangements
 - Leading and performing complex strategic pricing analysis to support provider negotiations, including developing appropriate reimbursement language, rates, and assessment of risk
 - Preparing complex service line reimbursement analyses and financial performance analyses
 - Making recommendations on strategies for maximizing reimbursement and market share
 - Contributing to profitability through detailed financial analysis and delivery of data management in support of contract analysis, trend management, budgeting, forecasting, strategic planning, and healthcare operations
 - Leading project initiatives that drive payer reimbursement performance
 - Coaching and mentoring project team members, providing guidance related to making sound judgment calls, and ensuring staff accountability for assigned work
 - Researching and fact-gathering through various websites, such as payer websites, Centers for Medicare & Medicaid Services, and Department of Health Care Services
 - Analyzing revenue and contractual adjustment variances against both budget and historical trends, by both payer and business segment, to inform the markets about their operational performance results
 - Working with provider liaisons and external consultants to collect and evaluate all information necessary for the accurate and complete preparation of both interim cost reports and the filing of annual governmental cost reports
3. Acts as a subject matter expert and collaborates with internal and external stakeholders to achieve payer reimbursement objectives, with duties including but not limited to:
- Acting as liaison between the Finance, Configuration, Compliance and Claims teams to ensure successful execution of reimbursement methods
 - Presenting variances to management in standardized categories, such as volume, payer mix, service mix, acuity mix, prior period adjustments, and yield
 - Supporting stakeholders through ongoing education and problem-solving related to managed care payer reimbursement models
 - Interacting regularly with senior management, physicians, hospital staff, and managed care/payer strategy leaders to achieve payer reimbursement objectives

- Supporting users of reimbursement information across the organization within areas such as payer disputes, price transparency requirements, No Surprises Act initiatives, and revenue analytics
 - Providing analysis findings to management and other key stakeholders
 - Educating internal stakeholders regarding analysis related to provider reimbursement
 - Preparing and maintaining records, reports, and other program documents
 - Assisting with the development of policies and procedures related to Payment Strategy Unit operations
4. Acts as a subject matter expert and lead to subordinate staff, with duties including but not limited to:
- Taking the lead in assigning and coordinating work and monitoring work assignments
 - Acting as a subject matter expert and technical resource to staff
 - Providing subject matter expertise and guidance to staff related to medical cost
 - Providing mentoring and coaching to staff
 - Conducting staff orientation and training, including the development and maintenance of training materials
 - Maintaining and updating work process, procedure, policy, and reference documents
 - Educating staff regarding updates and system or process upgrades
 - Assisting with continuous quality improvement activities
 - Assisting with the identification and implementation of staff training opportunities and tracking staff participation in training and development opportunities
 - May provide input to management regarding staff job performance, as assigned
5. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Accounting, Finance, Healthcare, or a related field and a minimum of eight years of experience performing financial healthcare reimbursement analysis (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 the methods and techniques of financial modeling and analysis
- Thorough knowledge of the principles and practices of provider reimbursement methodologies, pricing, and fee schedules for all provider types, including hospital, physician, and ancillary providers
- Thorough knowledge of healthcare industry specific terms and healthcare related data types and structures, including member, claims, clinical, and provider types
- Thorough knowledge of healthcare financial statements and accounting principles
- Thorough knowledge of descriptive statistical techniques and terminology and the principles and practices of statistical analysis
- Thorough knowledge of the methods and techniques of developing and delivering data management strategies that support contract analysis, trend management, budgeting, forecasting, strategic planning, and healthcare operations
- Thorough knowledge of the methods and techniques of valuating for physician and inpatient and outpatient hospital costs

- Thorough knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, Access, Visual Basic, and Excel (including pivot tables), and database systems
- Working knowledge of the various types of health insurance payers, including Medicare, Medicaid, and commercial plans
- Working knowledge of the national standards for fee-for-service and value-based provider reimbursement methodologies, including risk-sharing models
- Working knowledge Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), and ICD 9/10
- Working knowledge of data modeling techniques and business analytical and data mining tools, including SQL, and data visualization tools, such as Tableau
- Working knowledge of data warehouse, data mart, and dimensional data modeling technologies
- Working knowledge of Enterprise Data Warehouse (EDW) and data dictionary, including an understanding of the methods of searching for tables and fields
- Working knowledge of the principles and practices of customer service
- Working knowledge of the principles and practices of project management
- Ability to collect, interpret, and evaluate data, detect patterns, brainstorm solutions, consider multiple factors when making decisions, and project consequences of recommendations
- Ability to demonstrate strong analytical, critical thinking, and research skills, identify and troubleshoot issues, identify alternative solutions, and make recommendations for action
- Ability to translate data into understandable information and deliver solutions that improve business processes
- Ability to act as a technical resource, provide guidance related to area of assignment, and explain related regulations, processes, and programs
- Ability to lead, train, mentor and motivate staff, and promote an atmosphere of teamwork and cooperation
- Ability to organize and prioritize the work of others and follow up on work assignments
- Ability to act as a subject matter expert and provide guidance regarding the most complex payer analytics activities
- Ability to manage multiple projects simultaneously, organize work, ensure accuracy of data, maintain accurate records, and achieve goals and timelines
- Ability to interpret and apply rules, regulations, policies, procedures, and guides
- Ability to provide leadership, facilitate meetings, and guide employees in the resolution of issues
- Ability to make presentations in a clear and understandable manner utilizing methods appropriate to various forums
- Ability to create effective and compelling charts and slide decks
- Ability to apply operational knowledge to identify unusual circumstances, trends, or activity and project the related impact on a timely, pre-emptive basis
- Ability to use and create data reports from claims database or EDW
- Ability to produce organized, accurate, and detail-oriented work in a fast-paced environment and under the pressure of deadlines
- Ability to prepare narrative and statistical reports, correspondence, and other program documents

- Ability to work collaboratively with individuals at all levels of the organization while supporting multiple stakeholders
- Ability to demonstrate flexibility and creativity, identify improvements to existing practices, and to effectively adapt to change
- Ability to ensure confidentiality and privacy on all external communications
- Ability to assist with the development of training materials and participate in staff training, as assigned
- Ability to make independent decisions within scope of functional responsibility
- Ability to work independently with minimal supervision and as a member of a team

DESIRABLE QUALIFICATIONS

- Thorough knowledge of the various types of health insurance payers, including Medicare, Medicaid, and commercial plans

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 work effectively in a remote work environment
- 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.