

UW HEALTH JOB DESCRIPTION

Pricing Analyst

Job Code: 450017	FLSA Status: Exempt	Mgt. Approval: B. Gebhard	Date: December 2021
Department : Rev Cycle - Charge Capture & Revenue Integrity		HR Approval: B. Haak	Date: December 2021

JOB SUMMARY

Under the general direction of the Manager of Charge Capture, the Pricing Analyst is responsible for collecting, analyzing, and monitoring the organization's pricing, cost, and budget data to positively impact financial performance and outcomes. The Analyst will need to utilize a variety of analytical methods, tools, models and techniques, as well as to translate government requirements to evaluate complex requests or situations. Other responsibilities include, but are not limited to, responsibility for assisting with the annual financial review processes, assisting with the annual CPT code change process, assisting with the annual Pricing Transparency Process, analysis and identification of revenue leakage, and reporting.

MAJOR RESPONSIBILITIES

Core Responsibilities: Incumbent performs job while demonstrating an understanding of job expectations and compliance with organization policies and procedures:

- Assist with annual rate establishment processes for both hospital and professional billing, for UW Health and SwedishAmerican, including but not limited to:
 - Obtaining benchmarking data, volumes, reimbursement, and other information required to complete annual fee review to ensure pricing remains current and competitive
 - Compile data
 - Reporting as needed
 - Assist with annual CPT code change process for both hospital and professional billing, for UW Health and SwedishAmerican, including but not limited to:
 - Communication with various stakeholder groups such as Coding, Contracting, IT, etc.
 - Compile data
 - Reporting as needed
 - Assist with annual Pricing Transparency changes for UW Health and SwedishAmerican, including but not limited to:
 - Obtaining file exports from Epic
 - Preparing and validating data to be published
 - Reporting as needed
 - Utilize knowledge of the healthcare industry, clinical and/or business workflows to propose data driven solutions and improvements while working collaboratively with various stakeholders
 - Proactively develop and maintain a working knowledge of the UW Health organizational structure, core leaders, decision makers, functional areas, and the market. Apply knowledge of the organization to help optimize the efficiency and success of client engagements, projects, and task completion
 - Utilize SQL and other query tools to analyze large quantities of data, from multiple complex internal and external sources to glean understanding, derive actionable insights into organizational performance and the external environment, and measure progress toward strategic initiatives
 - Participates in efforts to review and analyze the chargemaster (CDM) to ensure consistency with industry standards and to ensure that change in pricing, CPT/HCPCS codes, and revenue codes are accurate and compliant with billing regulations
 - Continuously advance expertise in data analytics competencies
- Develop, produce, validate, and distribute standard charge-related reports and ad-hoc reports as needed

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Accounting, Finance, Business, Healthcare, Analytics or another related field.
	Preferred	Master's degree in Accounting, Finance, Business, Healthcare, Analytics or another related field.
Work Experience	Minimum	Two (2) years of experience in accounting, finance or analytics that includes experience with computer systems, spreadsheet and database applications, data reporting and interpretation

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	Preferred	Four (4) years of experience in accounting, finance or analytics that includes experience with computer systems, spreadsheet and database applications, data reporting and interpretation, as well as experience using Epic Clarity, SQL, and Epic Chronicles in a healthcare or business administration setting
Licenses & Certifications	Minimum	
	Preferred	Epic certification in any area CPA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Advanced financial and analytical skills: <ul style="list-style-type: none"> Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental regulations as applied to health care financial management Knowledge of SQL, Clarity, and/or other analytical reporting tools Demonstrates professional standards surrounding data access, security, sensitivity, and confidentiality Ability to analyze data and workflows to identify complex problems and issues to recommend solutions Ability to make good judgments in demanding situations Advanced leadership skills. <ul style="list-style-type: none"> Advanced communication skills both written and verbal Ability to develop goals, objectives, and establish priorities Ability to implement change in a positive, sensitive, and forward-thinking manner Inspire confidence, good judgment, and the ability to act decisively at the right time Self-starter with a willingness to try new ideas Positive, can-do attitude coupled with a sense of urgency Advanced technical skills: <ul style="list-style-type: none"> Thorough knowledge and experience in financial system applications and software Experience in database development and management Experience in Microsoft Office Suite (Excel, Access, Word, Outlook, and Power Point) Experience using Epic EHR applications Knowledge of maintain and auditing the chargemaster (CDM) Strong customer service and human relations abilities <ul style="list-style-type: none"> Ability to effect collaborative alliances and promote teamwork Ability to ensure a high level of customer satisfaction including employees, patients, visitors, faculty, referring physicians and external stakeholders <p>Ability to network with Revenue Cycle/Integrity leaders from other organizations</p>

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as	Up to 10#	Negligible	Negligible

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	one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.