

UW HEALTH JOB DESCRIPTION

MANAGED CARE CONTRACT ANALYST

Job Code: 310005	FLSA Status: Exempt	Mgt. Approval: Z. Kerwin	Date: June 2022
Department: Managed Care Contracting		HR Approval: B. Haak	Date: June 2022

JOB SUMMARY

Under general supervision, the Managed Care Contract Analyst is responsible for negotiating contracts with managed care companies/health plans and providing advanced analytics to meet the strategic goals for financial performance of these contracts. The position will negotiate payment rates for UW Health and affiliate providers. This position interacts with internal and external parties regarding communication/questions about rates and terms, rate structure and development and reconciliation of contract provisions and disputes. This position will evaluate and develop hospital, physician and ambulatory surgery rate proposals and is familiar with various reimbursement methodologies. The candidate should have strong analytical and critical thinking skills to analyze large data sets. This position develops, maintains and provides regular reporting on financial performance of the contracts for contract monitoring, budget and long-range planning, in support of revenue integrity efforts and for contract department performance and accountability review.

UW Health enters into contracts that play a vital role in fulfilling the strategic positioning of the organization and ensuring the institution can capture additional patients thereby enabling the institution to continue its teaching mission and maintain a stable patient base for continued operations. The role of this position is vital to ensuring both the flow of patients to the institution and the financial performance of this largest block of UW Health business.

MAJOR RESPONSIBILITIES

A. Responsible for analysis for Managed Care Contracts across UW Health

- Monitor contract performance based on an overall review of UW Health payer mix and payer performance to ensure meeting strategic goals on an annual basis and as needed.
- Project contract performance based on modeling of actual and representative samples.
- Use reporting tools provided by UW Health, such as Launchpad, Qlikview, Excel, SAS Enterprise Guide, SAS or SQL that leverage UW Health data in the Enterprise Data Warehouse.
- Analyze historical patient utilization data to determine both the statistical importance and the benefit of continuing a given contract. Review performance for all provider entities to the extent data is available.
- Supply the contracting team with up-to-date performance reviews of contracts when requested.
- Assist with budget and long-range planning processes and complete annual surveys.
- Assist with data needs of UW Health finance staff, department heads, senior management, and clinical staff for a variety of projects.

B. Responsible for direct negotiation of a portion of UW Health managed care contracts.

- Successfully negotiate language and rates for contracts and amendments on behalf of UW Health and all affiliated providers.
- Develop payment rate structures that are appropriate to the provider type (including the full range of reimbursement structures, whether hospital, physician, ASC, bundled payments, capitation or other), consider cost of care or performance targets and consider the size and scope of the contracts.
- Develop and negotiate contract language to achieve key UW results, review and revise nonstandard language from health plans to maintain compliance with federal and state laws and UW Health requirements.
- Prepare and plan for annual negotiations, including review of contract performance and development of contract language to ensure it remains in compliance with current UW Health standards
- Manage contract records in Managed Care Contracting's database and in other tools to provide timely updates to staff throughout provider organizations. Stay abreast of renewals, amendments and other contract changes.
- Review proposed contracts when the contracting team is approached by an outside organization.
- Work with contracted parties to determine the nature of misunderstandings of the contract language and to resolve conflicts efficiently and fairly to all parties involved.
- Develop and maintain relationships with health plans and payer staff.

UW HEALTH JOB DESCRIPTION

C. Serve as Liaison with each provider's Revenue Cycle and other operational departments regarding ongoing contract compliance to support key business functions:

- Address operational issues with payers by proactively identifying issues, and soliciting information and feedback from Revenue Cycle regarding implementation and performance of contracts and attend payer meetings
- Work with Revenue Cycle management staff to ensure full understanding of the contractual obligations so that affected patient accounts can be handled in an appropriate and efficient manner.
- Maintain effective working relationships and communication with internal staff and leaders at UW Health, including but not limited to physicians, department administrators, senior leaders at UW Health, clinic operations and other revenue cycle staff. Also develop and maintain relationships with other provider entities and their key staff.

D. Participate in improvement processes and efforts to manage data across all provider entities:

- Use UW Health Way tools
- Provide reporting for Visual Management tools and improvement processes.
- Participate in committees and related work groups as needed
- Attend team meetings and huddles and participate in discussions and strategic initiatives.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree or four (4) years of relevant experience may be considered in lieu of a degree, in addition to the experience below.
	Preferred	Bachelor's degree in Healthcare Administration or Business, preferably Finance.
Work Experience	Minimum	Two (2) years of analysis in financial, reimbursement modeling or healthcare data or managed care negotiations with a healthcare organization, provider group or health plan/payer
	Preferred	Experience negotiating & analyzing provider and facility payment rates for an academic medical center
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Advanced knowledge of computer systems and ability to effectively utilize software applications including spreadsheet, database development and management, word processing, calendar and email. • Experience in a MS Windows PC environment is preferred. • Knowledge of decision support systems preferred. • Ability to work in a deadline-oriented environment. • Excellent organizational and time management abilities. • Effective oral and written communication skills. • Effective interpersonal relations skills promoting teamwork and collaborative alliances.

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 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.	Up to 10#	Negligible	Negligible
	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

UW HEALTH JOB DESCRIPTION

	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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.