

UW HEALTH JOB DESCRIPTION

SENIOR GOVERNMENT REIMBURSEMENT ANALYST

Job Code: 450025	FLSA Status: Exempt	Mgt. Approval: A. Klug	Date: January 2023
Department: Finance - Reimbursement		HR Approval: B. Haak	Date: January 2023

JOB SUMMARY

The Senior Government Reimbursement Analyst provides support for UW Health governmental and non-governmental contract operations. This position is responsible for continuing development and integration of the hospital's governmental cost reporting system and supports under minimal supervision. The Senior Reimbursement Analyst will utilize generally accepted accounting principles (GAAP) and healthcare financial accounting and reporting standards to perform annual audit preparation and to maintain UW Health's internal systems and controls.

The Senior Reimbursement Analyst plays a leadership role within the Finance Department, leading cross-functional projects and serving as a mentor to the other Reimbursement Analyst. The Senior Reimbursement Analyst works closely with employees and leaders across the UW Health system. The incumbent is expected to analyze and interpret federal and state regulations on a continuing basis. Incompleteness and inaccuracy in this reporting can result in significant financial losses for the Hospital.

The Senior Reimbursement Analyst will analyze and evaluate existing data processes and interfaces with the Patient Accounting system, Cost Accounting system, General Ledger and Statistical reporting systems. The incumbent will interact and collaborate with many other Hospital areas as well. These areas include, but are not exclusive to, Medical Education, Clinical and Administrative departments, Patient Accounting billing personnel, General Accounting staff, Legal Department, Accounts Payable staff, Cashiering, Purchasing, Organ Acquisition/Transplant and Payroll/Budgeting staff.

MAJOR RESPONSIBILITIES

- Utilize UW Health Way foundations of Respect for People and Continuous Improvement in daily work.
- Provide general assistance and guidance to the Government Reimbursement Team, including training and helping educate new staff and providing ongoing training to existing staff; answering questions regarding team functions and assist with team direction.
- Actively mentor other colleagues by contributing experience and insight to the team and to UW Health.
- Manage large programs (i.e., Medicare, Medicaid, Commercial Insurance, etc.) or financial processes of significant complexity and risk.
- Perform Variance analysis, report development and cost reporting worksheets. Evaluate these processes as needed. Suggest ways to automate current processes to assure maximum accuracy and implement the recommendations, as appropriate.
- Create advanced reports to assist in analyzing Medicare and Medicaid reimbursement.
- Analyze, design and develop program specific reports for specialty reimbursed areas. Recommend new processes and ways to ensure maximum reimbursement capture for these areas. These areas include disproportionate share reimbursement, medical education, Medicare bad debts, organ acquisition relating to kidney, heart, liver, lung(s) and pancreas transplants, in-house organ excisions, in-house transplants, organ sales and other disposition of organs. Develop organ acquisition trend analyses and calculates reimbursement costs comparing GAAP to Medicare Cost reporting principles.
- Analyze and evaluate Hospital accounting interfaces to the cost reporting systems. Work to determine if the correct reports are being run each month and determine if there are new interfaces that would be beneficial in creating best practices.
- Address problems in a timely manner so that proper actions can be implemented to prevent losses.
- Perform analysis to support reclassification adjustments and GAAP vs. cost reporting variances.
- Provide analytical interpretation and substantiation during the Hospital's annual financial audit and the annual governmental audits by CMS, the State of Wisconsin, and State of Illinois.
- Perform comparative general ledger account analysis, analyze cost variances, revenue, and capital equipment variances. Perform revenue, cost, and payment analysis. Complete the monthly balance sheet contractual analysis. Ensure that reports are being correctly run each month and that the contractual allowance identified are accurate. Recommend monthly changes to the balance sheet cushions, as appropriate.
- Perform research of transactions in response to auditor's inquiries, analyzes calculations, and interprets justifications substantiating cost report submissions during field work phase of audits, cost report re-openings of previously audited cost reports, and appeals of disputed issues after audits are finalized.

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- Review and keep up to date on healthcare reform changes and proposals. Work to understand the proposed changes and what affect they will have on Federal and State reimbursement to UW Health. Inform management as appropriate.
- Maintain a monthly review of third-party liabilities and update accordingly, based on changes to UW Health reimbursement assumptions. Ensure that the information ties to the monthly general ledger.
- Work on any Provider Reimbursement Review Board (PRRB) requests initiated by the hospital. Ensure proper and accurate documentation is retained and reviewed.
- Other duties as assigned. These include but are not limited to the following: Completion of Informational surveys from outside agencies as they relate to third party payors, CMS occupational mix and occupational mix surveys.

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, or another related field. Four (4) years of relevant finance or accounting experience may be considered in lieu of the degree in addition to the experience below
	Preferred	Master's Degree in Accounting, Finance, Business, or another related field
Work Experience	Minimum	Five (5) years increasing experience in hospital provider reimbursement activities, preferably at an academic medical center or Fiscal Intermediary.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	CPA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of Generally Accepted Accounting Principles and governmental regulations as applied to modern health care financial management. • Thorough knowledge of and experience in financial system applications and software • A proclivity toward anticipating problems is highly desirable • Experience in database development and management • Experience in Microsoft Office Suite (Excel, Access, Word, Outlook) • Ability to work effectively and independently managing tasks in a fast-paced environment • Excellent written and verbal communication skills • Analytical and problem-solving abilities with the ability to manipulate and understand complex information • Effective organizational and time management skills with proven ability to meet deadlines • Project management experience is desirable

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 docket, 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
	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#

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	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.