

UW HEALTH JOB DESCRIPTION

GME & MSA Finance Program Manager

Job Code: 350085	FLSA Status: Exempt	Mgt. Approval: L. Larson	Date: November 2023
Department: Med Ed – GME Admin		HR Approval: M. Grayson	Date: November 2023

JOB SUMMARY

The GME & MSA Finance Program Manager is primarily responsible for all financial functions of the Graduate Medical Education (GME) and Medical Staff Administration (MSA) department. These functions include billing, budget preparation, budget to actual variance analysis, financial reporting, auditing, and data requests. The incumbent works closely with department leadership, GME program staff, and other GME constituents – e.g., UWSMPH department leadership and hospital affiliates. The Program Manager will be relied upon for financial expertise and skills to direct processes, maintain relationships with business partners, resolve issues, and ensure compliance with standard practices, policies, and regulatory requirements.

MAJOR RESPONSIBILITIES

- Coordinates annual GME program FTE budget submission process for ACGME-accredited training ensuring correct funding source and approved funded FTEs are within budget limits.
- Prepares/submit monthly affiliate billing by GME program cost center under a controlled process ensuring all scheduled days are funded and current billing rates are applied.
- Educates and counsels GME program administration on FTE budgeting and tiered algorithm applied in bill processing to scheduled activities to ensure schedules fully capture affiliate-funded FTEs and CMS reimbursement eligibility for hospital-funded FTEs.
- Stays abreast of regulatory requirements and changes – e.g., ACGME and CMS DME and IME reimbursement.
- Identifies and reports issues that impact CMS reimbursement and billing to leadership, Designated Institutional Official (DIO), UW Health (UWH) Fiscal, Government Reimbursement, and other appropriate parties.
- Audits GME physician rotation schedules maintained by programs to identify any variances in funding budgets in preparation for affiliate billing. Works with program administrators and directors to resolve issues.
- Completes monthly variance review of all cost centers (FTE salaries and other expenses). Researches and reconciles significant variance findings; provides Fiscal with details accounting for variances.
- Derives annual GME billing rates comprised of stipends, FICA and Medicare taxes, health insurance premiums, malpractice coverage, and worker compensation.
- Oversees process for program documentation of resident research activities required to determine CMS reimbursement eligibility for research time funded by UWH.
- Administers fund transfers for positions funded by UWSMPH departments through grant awards sourced by NIH and other entities.
- Serves as the liaison on fiscal matters with affiliated institutions (i.e., VAH, Meriter, St. Mary's)
- Prepares annual operating statement comprised of expense and reimbursement elements, reflecting net UWH expenses.
- Responds to ad-hoc reporting requests from affiliates, UWSMPH departments, and other entities.
- Prepares/submit affiliate billing for MSA CVO services and Echo.
- Ensures department invoices are accurate and paid timely.
- Ensures all fiscal transactions are completed within the appropriate guidelines, policies, and regulations.
- Maintains institutional and service agreements with the Veterans Administration (VA) Hospital, analyzing Federal rules, working collaboratively with the VA to develop Standard Operating Procedures and Educational Costs Contracts. Coordinates funding agreements with other clinical affiliates as required.
- Oversees funding received directly from grant sources, coordinates with stakeholders following UWH policies and grant requirements; reconciles/audits billing to funded FTE.
- Submits periodic reporting as required by grant sources (e.g., DHS, WRPRAP).
- Collaborates with UWH and external stakeholders to improve and streamline processes/workflows.
- Works with program directors, program managers, affiliates and UWH Fiscal staff regarding billing and reimbursement issues.
- Assists in training department and GME program staff through a variety of methods.
- Stays abreast of regulatory (ACGME/Joint Commission) requirements and best practices through networking, professional organization membership, and participation in national forums.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in accounting, business administration, healthcare administration, or related field.
	Preferred	Master's degree in business administration or related
Work Experience	Minimum	Three (3) years of experience in accounting, finance, operations, or related work experience

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	Preferred	Seven years of related experience in a healthcare environment
Licenses & Certifications	Minimum	None
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of generally accepted accounting and auditing principles • Knowledge of CMS reimbursement eligibility applicable to GME training costs • Ability to lead, direct, influence, and collaborate effectively to attain desired and measurable outcomes • Skills and knowledge of data processing applications and functionality to optimize process efficiency • Proactive approach to process improvement, supported by standard institutional methods • Effective use of communication technology within remote work setting • Demonstrated competence in database management and report development • Excellent interpersonal communication skills • Demonstrated competence in problem resolution • Demonstrated decision-making ability • Excellent written and oral communication skills

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 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#
	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.