

UW HEALTH JOB DESCRIPTION

Practice Plan Analyst

Job Code: 300077	FLSA Status: Exempt	Mgt. Approval: L. Kurth	Date: December 2019
Department: Practice Plan Administration		HR Approval: N. Lazaro	Date: December 2019

JOB SUMMARY

The Practice Plan Analyst reports to the Director, Practice Plan Administration. This position is responsible for providing analytic support related to Provider compensation and productivity. Through knowledge of healthcare industry and business workflows, the incumbent works collaboratively with business, clinical operations and Information Systems teams to evaluate processes and address needs related to physician compensation, and productivity. Responsible for supporting professional billing data/metrics; including revenue, capitation, provider production/measures, e.g. panel, ASA units, and RVU volumes, funds flow, and integrated financials.

Responsibilities include supporting data, work flow and data testing to assure timely and accurate completion of financial and productivity reports for Practice Plan Administration. The individual actively participates in meetings and committees that include discussion about strategic and operational planning, budget, productivity, benchmarking and related financial reporting.

Projects will require a broad knowledge of business, healthcare administration, fiscal management, program financial analysis, payer mix evaluations and planning. The individual must be detail oriented, extremely accurate, and knowledgeable in accounting, software applications, and interpreting analytical information.

MAJOR RESPONSIBILITIES

Provider Compensation, Financial and Productivity Reporting and Benchmarking:

- Interpret and communicate project details that support provider compensation and production statistics.
- Prepare statistic and workload productivity reports which includes review data and provide summaries,
- Support provider production based compensation plans and related reporting for physician practices. This includes data and reports that support the processes associated with the calculation, communication and reporting of compensation for physicians.
- Support the Practice Plan revenue allocation and primary care panel processes; this includes modeling of plans, recommendations for process automation and reports etc.
- Support data infrastructures that provide ongoing reporting needs of Practice Plan Administration, including other professional billing system productivity metrics, School of Medicine and Public Health data, VA data, electronic benchmark data marts, etc.
- participate in review of benchmark data, metric availability and reliability, survey completion, etc.

Business Development and Program Planning:

- Provide project, and committee support collaboratively, with other departments and business partners.
- Assist in the development of visual models that highlight opportunities to support strategic planning and initiatives, improve performance, project future demand, and advance UW Health goals.
- Assist in the creation of standards, templates and procedures for Practice Plan Administration.
- Proactively develop and maintain working knowledge including UW Health organizational structure, UW School of Medicine and Public Health (UWSMPH), relationships with other functional areas, and stay abreast of industry standards, best practices, and government and externally reported healthcare regulations and metrics/benchmarks, including measurement programs.

Other Responsibilities:

- Participate in subcommittees/workgroup meetings, including agenda preparation, documentation of meeting discussion, and follow up items.
- Other duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Accounting, Business, Finance, Healthcare, or related field. 5 years of relevant financial analysis experience may be considered in lieu of degree in addition to the experience below.
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	Preferred	Master's degree in Business, Healthcare or related field strongly preferred.
Work Experience	Minimum	Two (2) years of professional experience in progressively advanced financial, planning or analysis roles
	Preferred	Four (4) years of professional experience in a health care business office setting with relevant business experience including one or more of the following: <ul style="list-style-type: none"> • physician compensation • budgeting and/or financial systems • data analysis and/or report application development • academic health care system
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • Epic certification in professional billing or Clarity • CPC
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of the healthcare business environment, healthcare operations, market behavior, and economics from both a provider and managed care perspective. • Understanding of financial accounting data in the context of healthcare. • Strong technical, data handling and interpretive skills; ability to leverage analytic and reporting systems and large databases in creative ways to maximum advantage. • Ability to manage multiple projects that require adequate planning and control of scope, timeline and customer communication. • Produce well-structured, high-quality documents/reports that are based on sound methodologies. • Ability to manage multiple concurrent activities, including time-sensitive recurrent tasks • Able to work with a high degree of independence, research and resolve questions and problems, request supervisor input and keep supervisor informed. • Strong written and verbal communication skills, including effective presentation skills with the ability to share data analysis findings in an understandable way to a variety of stakeholders, including non-technical stakeholders. • Demonstrate professionalism surrounding data access, data security, data sensitivity, and data confidentiality. • Effective interpersonal relations skills promoting teamwork and collaborative alliances. • Able to navigate a large organization, including managing political sensitivities, to accomplish results.

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 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 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	20-50#	10-25#	Negligible-10#

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	pounds.			
	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.