

UW HEALTH JOB DESCRIPTION

Practice Plan Sr. Analyst

Job Code: 300076	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 Sr. Analyst reports to the Director, Practice Plan Administration. This position is responsible for providing advanced levels of business intelligence determined through development and management of financial analytics related to Provider services, revenue and productivity. The position is integral in determining relevant data points to support organizational strategy and development. This includes the development of analytic metrics and reports that support Practice Plan Administration. Through knowledge of healthcare industry and business workflows the incumbent works collaboratively with business, clinical, operations and Information Systems leadership to critically evaluate, develop processes, and address needs related to physician compensation and productivity. Responsible for processes related to professional billing data/metrics including but not limited to: revenue, capitation, and provider production/measures such as panel, ASA units, and RVU volumes, funds flow, and integrated financials.

Responsibilities include coordinating 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, and may include facilitation and coordination, that include discussion about strategic and operational planning, budget, productivity, benchmarking and related financial reporting.

Projects are of high complexity and require a broad knowledge of business development, 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.

With minimal oversight, Practice Plan Sr. Analyst develops and maintains trusted advisor relationship, at all levels of the organization, that include guidance to Leadership, as appropriate, for optimizing the use of information and analysis reports to improve efficiency, increase accuracy, and improve decision making.

MAJOR RESPONSIBILITIES

Provider Compensation, Financial and Productivity Reporting and Benchmarking:

- Interpret and communicate project details that support provider production and compensation statistics.
- Oversee preparation of statistic and workload productivity reports for Practice Plan Administration. Analyze data, provide summaries and recommendations,
- Participate in process improvement initiatives.
- Coordinate Practice Plan revenue allocation and primary care panel processes; this includes methodology recommendations, modeling of plans, coordination of process automation and reports, ongoing analysis and review of outcomes, etc.
- Coordinate the development of data infrastructures to support the 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.
- Actively participate in review of benchmark data vendors, metric availability and reliability, survey completion, etc.
- Coordination of provider production based compensation plans and related reporting for physician practices. This includes the development of work flows for data and reports that support the processes associated with the calculation, communication and reporting of compensation for physicians.

Business Development and Program Planning:

- Provide analytic, project, and committee support collaboratively, with other departments and business partners.
- Develop visualizations and models that highlight opportunities to support strategic planning and initiatives, improve performance, project future demand, and advance UW Health goals.
- Mentor staff and co-workers, lead/facilitate project efforts, recommend improvements, and act in a trusted-advisor relationship with key stake holders.
- Consult with Project Sponsors to develop business requirements.
 - Develop project charters, and actively participate in the various phases of project development including implementation.
- Collaboratively 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

UW HEALTH JOB DESCRIPTION

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:

- Identify and evaluate cross organizational political issues or areas of sensitivity.
 - Address issues (identifying decision makers and breaking down barriers) seeking guidance as needed.
- Coordinate and facilitate subcommittees/workgroup meetings, including agenda preparation, documentation of meeting discussion, and follow up items.
 - Provide ongoing communication about group decisions.
- 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.
	Preferred	Master's degree in Accounting, Business, Finance, Healthcare or related field strongly preferred.
Work Experience	Minimum	Five (5) years of professional experience in progressively advanced health care financial, planning or analysis roles
	Preferred	Seven (7) years of professional experience in progressively advanced health care financial, planning and analysis including experience in one or more of the following: <ul style="list-style-type: none"> ○ payroll/physician compensation plans ○ 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"> • Substantial knowledge of the healthcare business environment, healthcare operations, market behavior, and economics. • Understanding of financial accounting data in the context of healthcare, and ability to construct financial models. • 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 complex projects that require adequate planning and control of scope, timeline and customer communication. • Comfortable accepting responsibility for small to medium scale projects involving multiple resources and spanning many months from start to finish. • 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, assume responsibility for job development and training, 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. • Able to facilitate workgroups, build working relationships, and effectively transfer knowledge and skills. • Demonstrate professionalism surrounding data access, data security, data

UW HEALTH JOB DESCRIPTION

	sensitivity, and data confidentiality. <ul style="list-style-type: none"> • Effective interpersonal relations skills promoting teamwork and collaborative alliances. • Able to navigate a large organization, including managing political sensitivities, in order to accomplish results. 			
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
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.