

Job Description

JOB TITLE: Business Analyst

LOCATION: San Antonio or Austin, Texas

GENERAL SUMMARY OF DUTIES: Responsible for interpreting clients' business requirements and translating these requirements into technical specifications

SUPERVISION RECEIVED: TBD

ESSENTIAL FUNCTIONS:

- Participates in the Business Analysis phase of the implementation process and other special projects
- Documents clients' business requirements in regards to the use of MPV's system
- Writes specifications to be used by the engineering teams for data extraction and data load logic
- Leads meetings and conference calls to review details of requirements and specifications
- Establishes baseline standards for data integration both within each PMS and across all PMS systems
- Assists with creating solutions that are scalable, maintainable and supportable
- Provides Support and training for Implementation Consultants, Account Managers and other MPV associates, where appropriate
- Assists in the development of policies and procedures for data integration
- Attends and participates in internal and client meetings

EDUCATION AND EXPERIENCE: Bachelors degree preferred or equivalent education and experience. Minimum 5 years experience working in the healthcare industry, specifically with managed care organizations or providers. Prior business analysis experience strongly preferred.

KNOWLEDGE/SKILLS:

- Solid understanding of the invoice creation, billing, and appeals process
- In depth knowledge of Practice Management Systems from an application perspective
- Strong interpersonal and communication skills, capable of documenting and relaying information regarding complex topics, making presentations to an internal audience and interacting positively with MPV client base and associates.
- Independent problem solving and self-direction are critical.

- Strong attention to detail and accuracy required.
- Advanced PC skills, with proficiency in utilizing Microsoft office products (Word, Excel, Outlook, PowerPoint, etc.).
- Capable of understanding and using the Phynance application.
- The ability to embrace change, be flexible, and project oriented.
- The ability to work in a very fast paced environment.
- Works well in a team oriented structure to achieve goals.
- Excellent written and verbal communication skills.

ENVIRONMENTAL/WORKING CONDITIONS:

- Normal busy office environment.
- Occasional evening or weekend work.
- Some travel.

COMPENSATION/BENEFITS:

- A competitive compensation package will be provided. Benefits include a comprehensive medical and dental plan, STD/LTD, life insurance, cafeteria plan, a 401(k), stock options and vacation policy.

PROCEDURE FOR CANDIDACY:

Please send resumes or nominations to:

Allison Cayce
Vice President, Human Resources
allison.cayce@mpv.com
512.795.9529– fax