

Job Description

JOB TITLE: Contract Analyst

LOCATION: San Antonio, Texas

GENERAL SUMMARY OF DUTIES: This person has responsibility for analyzing, defining, loading, and testing client contracts in Phynance™. As a Contract Analyst, the candidate will be expected to research, analyze, and maintain contract data as well as create and maintain client documents.

SUPERVISION RECEIVED: Reports to the Contract Definition Manager.

ESSENTIAL FUNCTIONS:

- Review, analyze, and define managed care contracts.
- Complete an MPV contract worksheet according to the current contract terms provided by the Client.
- Make preliminary calls and/or e-mails to contracting entity contacts in order to notify them of forthcoming Contract Worksheet and Agency Letter.
- Create/Maintain a preliminary Contract List in the Phynance Contract Module.
- Request, pursue, and thoroughly analyze contract information from contracting entities for each identified contract throughout the implementation process.
- Define, load, and test contract variables.
- Create mapping table which relates the MPV contract code to the appropriate practice management system (PMS) contractual identifier(s) and forward to Development.
- Notify Contract Quality Assurance that contract definitions are ready for verification.
- Prepare MPV Contract Code List to be utilized during EOB Analysis training and e-mail to Training Department.
- Acts as a resource for questions related to valuation accuracy and/or additional technical issues that may arise during the contract quality assurance and/or claim data reconciliation processes.
- Assist in the development of policies and procedures for contract definition.
- Attend and participate in internal and client meetings (as needed).

EDUCATION AND EXPERIENCE: Bachelors degree preferred or equivalent education and experience. Minimum 3 years experience working in the healthcare industry, specifically with managed care organizations or providers.

KNOWLEDGE/SKILLS:

- 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.
- Strong understanding of various reimbursement methodologies (including RBRVS, St. Anthony's RBRVS, McGraw-Hill RVS, etc.).
- Understanding of Network, IPA, MSO, PCP and Contract affiliations that pertain to client specific contracts.
- 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.

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