

## Job Description

**JOB TITLE:** Content Assistant

**GENERAL SUMMARY OF DUTIES:** This person has responsibility for defining, loading, and testing data tables for use in Phynance™. Focus, accuracy, and timeliness are paramount.

**SUPERVISION RECEIVED:** Reports to Vice President, Reimbursement.

**LOCATION:** San Antonio, Texas.

**ESSENTIAL FUNCTIONS:**

- Locate and research Local Medical Review Policies as needed for each state.
- Create data tables.
- Maintain daily updates if necessary.
- Comparison of fee schedules (Medicare, SDP).
- Research Newsletters for revisions or additions to exception values.
- When necessary research state specific Medicaid and Workers' Comp fee schedules.
- Establish working relationships with state specific representatives.
- Coordinate with Client Services for tables to be ready prior to client launch.
- Attend and participate in internal and customer meetings (as needed).
- QA data tables against client.

**EXPERIENCE:**

- Minimum 3 years experience working in the healthcare industry.
- Familiarity with Medicare policies.

**SKILLS:**

- Strong attention to detail and accuracy required.
- Strong skills in database platforms (Excel, Access, etc.).
- Works well in a team oriented structure to achieve goals.
- Basic understanding of various reimbursement methodologies (including Medicare, St. Anthony's RBRVS and McGraw-Hill RVS). Can work without supervision and can meet short deadlines.



**PHYSICAL/MENTAL DEMANDS:** Requires sitting and standing associated with a normal office work environment.

**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.

**PROCEDURES FOR CANDIDACY:**

Please send resumes or nominations to:

**Allison Cayce**  
Vice President, Human Resources  
[allison.cayce@mpv.com](mailto:allison.cayce@mpv.com)  
512.795.9529 – fax