



access health CT
Job Description

Job Title: Enrollment EDI Analyst
Reports: Senior Business Systems Analyst
Department: Technical Operations and Analytics

FLSA Status: Exempt
Grade: 14

Summary

The Enrollment EDI Analyst is responsible for the overall accuracy of Enrollment data, as well as EDI integration for AHCT's individual medical system. The Enrollment EDI Analyst leads the reconciliation process between the carrier, CMS, and AHCT data, which addresses the accurate computation of carrier payment from CMS. S/he must ensure correct daily transmission of enrollment data to the carriers. The Enrollment EDI Analyst may be required to lead special projects and will serve as a technical expert resource in all EDI areas. The Enrollment EDI Analyst reports to the Senior Business Systems Analyst and supervises no staff.

Roles and Responsibilities

- Monitor daily/monthly inbound & outbound file transmissions to ensure accurate and successful transfer of enrollment data to the carriers.
- Serve as the main point of contact for correction/solutions to all EDI issues between AHCT and carriers.
- Responsible for internal EDI software systems; troubleshoots issues with IT.
- Review all errors or omissions of enrollment information with Customer Service representatives for correction.
- Address issues in timely and effective manner, including identification and prevention of root cause.
- Co-ordinate, support, and engage in software testing and quality assurance efforts with external customers and vendors of XML and EDI transactions (834, 999).
- Recommend and takes action to direct the analysis and solution of problems.
- Coordinate with IT staff and carriers to identify and resolve 834 enrollment processing problems.
- Translate statutory data reporting and EDI requirements into functional and technical design documents.
- Conduct interviews with business users and customers and define EDI requirements.
- Maintain functional and technical documentation related to Enrollment EDI transactions and reporting.
- Responsible for all phases of data transaction projects of a highly complex nature, which may include projects involving multiple analysis work streams, and acts as a single point of contact for those projects as SME
- Manage changes in project scope, identify potential crises and devise contingency plans
- Engage with all areas affected by the project including end users and IT and business partners.
- Develop user and training material.

- Create process flow and business flow diagrams.
- Maintain familiarity with relevant statutory reporting and EDI requirements.
- Stay abreast of EDI technology advances and industry standards.
- Assume responsibility as a product owner within the organization and participate in product owner team meetings, stakeholder exercises, backlog management, and road mapping.
- Support SBMI/SBMR submission and error resolution efforts with CMS and carriers.
- Serve as Access Health CT's payment dispute reconciliation point of contact for CMS and carriers.
- Other duties as required

Qualifications:

- BA/BS in Computer Science, Technology, or similar major or the equivalent in experience.
- 2-4 years' experience in an EDI related position.
- Thorough understanding of EDI requirements and daily operations of EDI systems, data flows, monitoring transmissions, and interfacing with partners.
- Demonstrated proficiency with computer hardware and software.
- Knowledge of electronic data concepts and systems including business process and systems analysis.
- Experience writing SQL statements.
- Previous work experience in the health insurance field and enrollment systems a plus.
- Detail-oriented, able to perform problem analysis in a growing and complex environment.
- Excellent verbal and written communication skills.

Physical Demands: the physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress level at times. Occasional travel may be necessary.

Equal Opportunity Employer