

Research Foundation Support Job

Campus Description: Stony Brook University has established itself as one of America's most dynamic public universities, a center of academic excellence and a leader in health education, patient care and research. Listed among the top 1 percent of all universities in the world by *Times Higher Education World University Rankings*, Stony Brook is home to more than 24,000 undergraduate, graduate and doctoral students and more than 13,500 faculty and staff, including those employed at Stony Brook Medicine, Long Island's premier academic medical center and teaching hospital. With 597 beds, Stony Brook Hospital is the region's only tertiary care center and Regional Trauma Center. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory.

Descriptive Title: Reimbursement Analyst
Budget Title: Clinical Practice Plan Specialist
Department: Clinical Practice Management Plan (CPMP)
Grade: N.12

REF#: HS-R-7920-13-05-S
Research Foundation Support Position
RF Line#: R1064

Campus: Stony Brook West Campus/HSC
Salary: Commensurate with Experience

Required Qualifications: Associate Degree. In lieu of a degree, a combination of education and experience totaling two years may be considered. Six years of full time progressively responsible experience in a medical office, ambulatory or healthcare center. Knowledge of RVU reporting, ICD-9 and CPT coding systems. Excellent communication skills. Demonstrated proficiency with Microsoft office software including Excel.

Preferred Qualifications: Bachelor's Degree. Four years of full time experience with third party policies pertaining to physician billing and third party reimbursement. Experience with IDX. Demonstrated proficiency with Microsoft Access software or other database programs.

Brief Description of Duties: The Reimbursement Analyst will work with the Director of Managed Care and Reimbursement to prepare for contract negotiations, committee meetings, departmental meetings, fee schedule maintenance and other demographic analyses. The incumbent will work with the Managed Care and Reimbursement Units data analyst to maintain fee schedules and identify/correct underpayments. The incumbent will work independently to respond to departmental inquiries.

- Work with Patient Accounts supervisory staff and departmental staff to identify and resolve reimbursement and policy coverage issues.
- Analyze fee and other financial data to perform contract modeling.
- Perform background research related to health care legislation, reimbursement, claims payment policy, third-party audits and other health related issues.
- Obtain or build fee schedules to support claims processing/payment accuracy.
- Obtain demographic, premium, enrollment and other actuary data for predictive modeling.

Other Duties: As assigned.

Special Notes: This is a full time position, 37.5 hours per week, Monday through Friday, 8:30 a.m. to 5:00 p.m. The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. Internal and external search to occur simultaneously. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA.

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a Research Foundation Employment Application, Resume and Cover Letter to:

Mary Bergan
 Clinical Practice Management Plan (CPMP)
 Health Science Center, L-5, Room 048
 Stony Brook University
 Stony Brook, NY 11790
 Fax# 631-444-2012