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**Job Description**

**BUSINESS OFFICE ADMINISTRATIVE SUPPORT ANALYST**

First and foremost: We recognize communication as our most vital tool. Every employee should focus on communicating across the system to ensure we are functioning as a team. This will require active communication with patients, team members in your department as well as other departments, managers, and physicians. You are encouraged and expected to look for ways to use communication to solve challenges and enhance the patient experience.

**Summary:**   Ensures accurate and timely transfer of trauma encounters/records and elective records

**Essential Functions:**

* Ability to maintain a high level of accuracy in preparing and entering information
* Checks in elective surgical appointments daily and verifies accuracy of all information.
* Obtains operative reports from outside facilities and scans into electronic health record system.
* Creation of charts and encounters for all new trauma patients.
* Verifies accuracy of existing trauma patient charts.
* Obtains records of trauma consults, history and physicals, procedures, and operative reports and scans into electronic health record system.
* Gathers all data from the hospital documentation (trauma) mailbox for appropriate charge capture and compiles report for coders.
* Researches, obtains, and updates patient insurance information.
* Notifies providers of documentation deficiencies and tracks outstanding records and fines on a weekly basis.

**Other Functions:**

* Assist team members as needed
* Other duties as assigned

**Education:** High School Diploma or GED.

**Experience:** 2 Years of experience in a medical office or hospital a plus

**Skills:**

* Advanced Knowledge of Microsoft Excel
* Medical terminology and/or medical office background
* Candidate must be a self-starter that requires minimal supervision
* Experience with mainframe or PC based applications
* Strong Excel experience is required
* Good analytical skills
* Good oral and written communication skills are required
* Date entry proficiency
* Must exhibit detail orientation and ability to juggle priorities
* Professionalism in dealing with internal and external customers

**Supervision Received:** Reports to the Director of Revenue Cycle Management

**Positions Supervised:** None

**Ability to Release Money, Securities, and /or Narcotics: NA**

**Responsibility for Confidentiality:** Employee will sign confidentiality agreement which clearly states all patient information is strictly confidential and is protected by federal and state laws and regulations that prohibit the unauthorized use and/or disclosure of patient information. Employee agrees to comply with POSC confidentiality policies and that this obligation remains in full force during the entire term of employment and continues in effect after such employment terminates.

**WORKING CONDITIONS**

While performing the duties of this job, the Associate is regularly required to work in a high paced working environment with frequent interface with customers (internal and external). Must be able to adapt to a busy office environment with rapidly changing priorities and a high volume of information flow while remaining professional at all times

# PHYSICIAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

**JOB TITLE: Business Office Analyst**

N=Not part of job requirement; S=Seldom; O=Occasionally; F=Frequently; C=Constantly

**Physical Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Strength** | **N**  | **S** | **O** | **F** | **C** |
| Able to push/pull objects less than 20 lbs. |  |  |  | X |  |
| Able to push/pull more than 20 lbs. |  |  | X |  |  |
| Able to push/pull more than 50 lbs. |  |  | X |  |  |
| Able to push/pull more than 100 lbs with assistance only |  | X |  |  |  |
| **2. Manual Dexterity** | N | **S** | **O** | **F** | **C** |
| Able to perform simple motor skills such as standing, walking, etc |  |  |  | X |  |
| Able to perform simple manipulative skills such as sweeping, walking, writing collating, etc. |  |  |  |  | X |
| Able to perform moderately difficult manipulative skill such as positioning patients, typing, etc |  |  |  |  | X |
| Able to perform difficult manipulative skills such as calibration of equipment, injections, etc |  |  |  | X |  |
| **3. COORDINATION** | **N** | **S** | **O** | **F** | **C** |
| Able to perform gross body coordination, such as walking, stooping, filing, etc |  |  |  |  | X |
| Able to perform tasks which require hand-eye coordination such as keyboard skill, IM injection, running power tools, etc |  |  |  |  | X |
| Able to perform tasks which require arm-hand steadiness such as taking B/P’s, calibration of tools and equipment, etc |  |  |  | X |  |
| **4. Mobility** | **N** | **S** | **O** | **F** | **C** |
| Able to walk |  |  |  | X |  |
| Able to stand |  |  |  | X |  |
| Able to sit for prolonged periods |  |  |  | X |  |
| Able to stand for prolonged periods |  |  |  | X |  |
| Able to remain in uncomfortable positions for long periods such as bending over tables, etc |  |  | X |  |  |
| **5. Visual Discrimination** | **N** | **S** | **O** | **F** | **C** |
| Able to see objects far away as in driving |  | X |  |  |  |
| Able to see objects closely as in reading equipment or patient assessment |  |  |  |  | X |
| Able to discriminate colors as in microscope slides, colors in electrical wires or warning lights |  |  |  | X |  |
| **6. Hearing** | **N** | **S** | **O** | **F** | **C** |
| Able to hear normal sounds with some background of noise as in answering phone, intercom, etc |  |  |  |  | X |

**Mental Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Concentration** | **N** | **S** | **O** | **F** | **C** |
| Able to concentrate on detail with some interruption |  |  |  |  | X |
| Able to concentrate on detail with constant interruption |  |  |  | X |  |
|  |  |  |  |  |  |
| **2. Attention Span** | **N** | **S** | **O** | **F** | **C** |
| Needs to attend to task/function for 10-45 minutes at a time |  |  |  | X |  |
| Needs to attend to task/function for more than 60 minutes at a time |  |  |  | X |  |
| **4. Memory** | N | **S** | **O** | **F** | **C** |
| Able to remember task/assignment for full shift |  |  |  |  | X |
| Able to remember multiple tasks/assignments given to self and others during course of day |  |  |  |  | X |
| Able to remember multiple tasks/assignments given to self and others over long periods of time |  |  |  | X |  |

**Environmental Condition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Condition** | **N** | **S** | **O** | **F** | **C** |
| Exposure to blood, body tissues, or fluids |  |  |  | X |  |
| Exposure to hazardous waste materials other than blood, body tissues or fluids |  | X |  |  |  |
| Exposure to seasonal conditions in outside weather | X |  |  |  |  |
| Exposure to radiation |  | X |  |  |  |
| Exposure to toxins, cytotoxins, or poisonous substances | X |  |  |  |  |
| Exposure to dust |  |  | X |  |  |
| Exposure to other hazardous materials such as chemicals | X |  |  |  |  |
| Exposure to bodily injuries | X |  |  |  |  |
| Exposure to loud and unpleasant noises |  |  | X |  |  |
| Exposure to high humidity or wetness | X |  |  |  |  |
| Exposure to electrical hazards | X |  |  |  |  |
| Exposure to electro-magnetic radiation as in CRT’s (VDT’s) | X |  |  |  |  |

I have received a copy of this Position Description and I agree to abide by it. I realize that every effort has been made to make this Position Description as complete as possible, however, it in no way states or implies that these are the only duties I will be required to perform. The omission of specific statements of duties does not exclude them from the position or my performance review.

I understand that I will be required to give a minimum two (2) week notice of my intent to terminate my employment in order to receive a full pay out of any accumulated PTO time earnings that I may otherwise be entitled to.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_