

Title: Business Systems Analyst Senior
Sub Category: Information Technology (IT)
Job Code: BA1122
Job Family: Information Technology (IT)
Classification: Exempt



Compensation Approved By: Date:
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JOB RELATIONSHIPS

- A. Responsible to: Manager or Director
- B. Assignments received from: Manager or Director
- C. Positions supervised: None

JOB SUMMARY

The employee's Number One job responsibility is to deliver the most remarkable patient experience, in every dimension, every time, and understand how he or she contributes to the health system's vision of achieving that commitment to patients and families.

Formulate and identify system scope and objectives based on user needs, applicable business systems, and industry requirements. Develop and modify procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Include analysis of business and user needs, documentation of requirements, and translation into proper systems requirements specifications. Coordinate implementation of newly revised functions in collaboration with all customers, IT personnel, vendors, and consultants. Plan and direct all phases of application life cycle with possibility of leading other business system analysts and data specialists. Employee is competent to consider most business systems/clinical implications of the application of technology to the current business environment.

QUALIFICATIONS

Education:	Bachelor's Degree	Required	Master's Degree	Preferred
Experience:	Minimum of three years of healthcare, information technology experience			Required

Licensure/Certification/Registration:

Additional Skills Required: Comprehensive knowledge of the business or functions for which applications are designed. Understanding of personal computers, computer pathways, database management and relational databases. Knowledge of MDC's, DRG's, ICD-9 diagnosis, ICD-9 procedure codes, CPT codes. Knowledge of chart abstraction processes, data storage and query from the medical records system. Ability to market and present statistical information in a concise manner. Good understanding of patient identification processes and components in patient management and patient accounting. Ability to successfully complete generic and department-specific skills. Excellent communication skills, with tact and diplomacy. Ability to work with teams and direct an organized work effort. Ability to function effectively in an environment with multiple and fluctuating priorities. Thorough understanding of the function for which the software is designed. Ability to work under deadlines and heavy workloads. Able to cope with a changing environment.

Additional Skills Preferred:

ESSENTIAL FUNCTIONS

1. Operational: Maintains and supports current systems. Maintains and demonstrates professional competency. Assists with coordinating moves to production by scheduling with other personnel and customer activities and provides for contingencies. Reviews, develops and maintains functional documentation and operations documentation. Ensure accurate and current documentation stored appropriately and readily available when needed. Works with customers and vendors to implement system functionality based on business needs. Lead system upgrades to existing products. Lead implementation of new modules and functions. Assess business requirements and develop efficient and effective solutions.

2. Analysis: Monitors, coordinates, and performs unit testing and system testing to verify proper system function. Includes the development of test cases and test plans to reduce the risk of errors. Analyzes work requests, establishes priority and prepares functional specifications. Manage task schedules and status reporting. Demonstrate effective trouble shooting and problem solving skills. Employee is responsible for functional testing, debugging, and documentation. Monitors/develops test plans for conversion, interfaces, and information functions with input from the project teams. Coordinates and/or performs data entry of master files, profiles, clinical data, etc. associated with conversion, interface, and live support for information systems. Performs change control procedures to ensure integrity of systems, software, and databases. Has the business and technical knowledge/skills necessary to recognize and respond to current and future needs of customers. Coordinate needs assessment, information gathering, and design of new information systems enterprise wide.

3. Training: Employee is responsible for technical training of Supply Chain systems. Participate in training of customers. Train end users. Review/assist in preparation and maintenance of training materials, training schedules, and/or documentation to support training of key personnel. Advises guides and/or leads project teams to perform tasks associated with all phases of system implementation using corporate systems development methodology.

4. Education: Achieves and maintains required certifications. Participates with leaders in developing and/or providing education related to the systems. Communicates to leaders on the competency level of staff and identifies training requirements.

5. Reporting: Manage data verification, data mapping, and validation of data. Perform data analysis, query writing and report development. Provide Information Through Standard and Ad Hoc Reports. Determine data needs and preferred data source. Define reports and develop programs to create reports. Evaluate, revise, and provide reports as requested to customer. Analyze, compare and present data to individuals or groups. Participate in the development of new data sources and data variables, collection processes, standards, data dictionaries, and data manipulation and processing. Work with internal and external data providers to insure accurate data is available in a timely and accessible manner. Reviews/assists in development of security, sign-on, master screens, documents, and/or reports to ensure corporate obligations for patient confidentiality.

NON-ESSENTIAL FUNCTIONS

All other duties as assigned.