

HEOPS Revenue Cycle Analyst Profiles – Levels I, II, III

	Revenue Cycle Analyst – Level I	Revenue Cycle Analyst – Level II	Revenue Cycle Analyst – Level III
Education:	<ul style="list-style-type: none"> • Associates Degree (2 yr) plus 3 - 5 years related work experience. • Bachelors Degree preferred. 	<ul style="list-style-type: none"> • Bachelors Degree plus 3 - 5 years healthcare experience or 2 years HEOPS Level I experience. 	<ul style="list-style-type: none"> • Bachelors Degree plus 5 - 10 years healthcare experience, plus 1 of the following: <ul style="list-style-type: none"> ○ Masters or other advanced degree. ○ Certifications and Licensure: CPA, RN, Certified Coding Specialist (CCS), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) may be substituted.
Certifications:	<ul style="list-style-type: none"> • Microsoft Office User Specialist (MOUS) preferred. • Certified Coding Specialist (CCS) preferred. 	<ul style="list-style-type: none"> • Microsoft Office User Specialist (MOUS) preferred. • Certified Coding Specialist (CCS), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) certification required. • Clinical or Financial Certification a plus. 	<ul style="list-style-type: none"> • Microsoft Office User Specialist (MOUS) preferred. • Certified Coding Specialist (CCS), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) if substituted for Masters or other advanced degree.
Qualifications/ Requirements:	<ul style="list-style-type: none"> • Financial, Accounting or Business Office Experience, experience in Healthcare is a plus. • Proven experience utilizing Microsoft Office products – Word, Excel and Outlook. • Outstanding organizational and customer service skills. Ability to multi-task, prioritize work and use independent judgment. • Proven initiative and creativity in design as well as process development. • Strong communication skills (verbal and written) including personal presentation skills. • Ability to travel 50% - 75%. • Ability to work flexible hours. 	<ul style="list-style-type: none"> • Financial, Accounting or Business Office Experience, experience in Healthcare is required. • Proven experience utilizing Microsoft Office products – Word, Excel and Outlook. • Outstanding organizational and customer service skills. Ability to multi-task, prioritize work and use independent judgment. • Proven initiative and creativity in design as well as process development. • Strong communication skills (verbal and written) including personal presentation skills. • Ability to travel 50% - 75%. • Ability to work flexible hours. 	<ul style="list-style-type: none"> • Financial, Accounting or Business Office Experience, experience in Healthcare is required. • Proven experience utilizing Microsoft Office products – Word, Excel and Outlook. • Outstanding organizational and customer service skills. Ability to multi-task, prioritize work and use independent judgment. • Proven initiative and creativity in design as well as process development. • Strong communication skills (verbal and written) and personal presentation skills. • Ability to travel 50% - 75%. • Ability to work flexible hours.
Prerequisites:		<ul style="list-style-type: none"> • HEOPS Analyst Training Module I. • HEOPS Process Training Module I. • HEOPS Customer Service Training Module I. 	<ul style="list-style-type: none"> • HEOPS Analyst Training Module I & II. • HEOPS Process Training Module I & II. • HEOPS Customer Service Training Module I.
Skills:	<ul style="list-style-type: none"> • 10 key by touch. 	<ul style="list-style-type: none"> • 10 key by touch. 	<ul style="list-style-type: none"> • 10 key by touch.
Expectations:	<ul style="list-style-type: none"> • Obtain Microsoft Office User Specialist (MOUS) Certification within 30 days of hire. • Obtain Certified Coding Specialist (CCS) Certification within 2 years of hire. • Become familiar with HEOPS processes within 30 days of hire. • Test out on HEOPS CR BAL/Customer Service Modules and begin field work within 60 days of hire. • Satisfactorily meet metrics and maintain QC at or above 90% accuracy within 90 days of hire. 	<ul style="list-style-type: none"> • Obtain Microsoft Office User Specialist (MOUS) Certification within 30 days of hire. • Become familiar with HEOPS processes within 30 days of hire. • Test out on HEOPS CR BAL/Customer Service Modules and begin Level II field work within 30 days of hire. • Satisfactorily meet metrics and maintain QC at or above 90% accuracy within 90 days of hire. 	<ul style="list-style-type: none"> • Obtain Microsoft Office User Specialist (MOUS) Certification within 30 days of hire. • Become familiar with HEOPS processes within 30 days of hire. • Test out on HEOPS CR BAL/Customer Service Modules and begin Level III field work within 30 days of hire. • Satisfactorily meet metrics and maintain QC at or above 90% accuracy within 90 days of hire.
Compensation:	<ul style="list-style-type: none"> • Base salary: \$36,000 - \$40,000 based upon qualifications. • Commissions: % of net recovery and business referrals. • Total compensation potential up to \$75,000. 	<ul style="list-style-type: none"> • Base salary: \$40,000 - \$50,000 based upon qualifications. • Commissions: % of net recovery and business referrals. • Total compensation potential up to \$100,000. 	<ul style="list-style-type: none"> • Base salary of \$50,000 - \$60,000 based upon qualifications. • Commissions: % of net recovery and business referrals. • Total compensation potential up to \$125,000+.

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