

Business Analyst Job code- (ref# 0823100001)

Job Summary:

The Business Analyst represents a business specialty or function on formal project teams, and is responsible for gathering and analyzing data, defining business specifications, and analyzing and documenting business processes. Responsibilities also include researching, planning, and writing project documentation. Work in a deadline-driven environment collaboratively with the rest of the team.

Essential Functions:

- Identifies, evaluates and documents business needs and objectives, operational processes and procedures, problems and requirements.
- Recommends operational and process improvements based on needs identified.
- Conducts secondary research using a variety of publications, services and health statistic databases.
- Produces documentation, including, analytical reports, decision backup, information research reports, training plans, business justifications.

Required Qualifications:

- Any combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position.
- Familiarity with the clinical and business processes within Behavioral Health settings as well as in-depth understanding of general healthcare treatment
- Understanding of government-funded (Federal, State, local) Behavioral Health programs
- Experience producing requirements documents for software development
- Minimum three years experience in cross-functional business analysis and reporting.
- Strong interpersonal skills required.
- Able to work within tight deadlines and be adept at balancing shifting priorities and time management.
- Strong team player with excellent written and verbal communication skills in English.
- Accept personal accountability and ownership for areas of responsibility.
- Knowledge of process improvement, workflow, benchmarking and evaluation processes.
- Demonstrated ability to balance goals of the organization with goals of the customer.
- Ability to understand and represent the needs of the end user in a software development environment.

Preferred Qualifications

- Understanding of Evidence-based Practices applied to Behavioral Health treatment
- Understanding of clinical management tools within a Behavioral Health inpatient environment
- Experience playing multiple roles within a software development team
- Experience with Mental Health Payer Systems, Medicaid billing, Claims adjudication, and Billing processes
- Experience in healthcare standards/guidelines [particularly Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and Meaningful Use Acceptance Criteria] with some understanding of behavioral health domain

Date Opened: 8/23/2010

Apply:

Interested applicants please submit your resume with cover letter to:

Email: talentacquisition@feinfo.com

or

Mail: FEI Systems at 7175 Columbia Gateway Drive, Suite A. Columbia, MD 21046 '

Instructions:

Please reference the job title and job code.