



POSITION DESCRIPTION

(01-23)

Position Title: Financial and Performance Improvement (PI) Analyst
Status: Exempt
Position Type: Full-time, Benefited, 100% Grant Funded Position
Reports to: Nevada Rural Hospital Partners (NRHP) President

Position Summary: Serves as a resource for NRHP member facilities to improve rural hospital financial viability and assists in solving rural hospital financial operational issues. Provides technical assistance to NRHP members with respect to: Critical Access Hospital (CAH) and Rural Health Clinic (RHC) regulations and reimbursement; Medicare and Nevada Medicaid reimbursement policies, billing/coding/reimbursement issues, regulations and rates; Nevada Medicaid Supplemental Payments; revenue cycle management; financial and operational data analytics; and any other significant issues that impact rural hospital financial viability and/or the financial aspects of service delivery.

Primarily responsible for performance improvement activities such as technical assistance, data collection, program evaluation and reporting as supported by the Flex grant subawards and other grant awards as determined. Position requires occasional travel to member facilities across rural Nevada.

- **Qualifications and Knowledge:** Bachelor's degree in finance or related field, advanced degree preferred; minimum two (2) years of experience in healthcare finance; demonstrated ability to work effectively with a wide range of people with varying levels of expertise; excellent verbal and written communication skills; grant knowledge, excellent analytic and organizational skills; hospital financial operations and/or billing/coding/reimbursement experience is highly desirable; demonstrates a working understanding of Nevada's rural healthcare delivery system and the major programs being advanced and coordinated.

Skills:

- Excellent verbal and written communication skills
- Federal and state grant funding and reporting knowledge
- Excellent analytic and organizational skills
- Professional, knowledgeable and current on all issues related to hospital finance; including current and pending issues and regulations related, but not limited to: CAH, RHC, Medicare, Nevada Medicaid, etc.
- Highly productive person who is a self-starter, highly motivated and is routinely pro-active in recognizing and solving problems

- Projects a professional image and is well-respected by the members and others with whom they come in contact while representing NRHP
- Comfortable with complex issues and has the ability to deal with a multitude of issues concurrently
- Demonstrates understanding of hospital financial management in enough detail to enable assistance at all levels within hospitals – from billing clerk functions up through budgeting, operations, capital planning, cash flow management, cost reporting, financial trending, preparation of hospital financial reports and senior leadership/board interaction and education
- Communicates effectively with the NRHP President regarding the status of their work, concerns, priorities, accomplishments, etc.

Duties:

- Primarily responsible for work as noted in the specific responsibilities listed below
- Provide expertise in the area of rural hospital financial management to: the NRHP Board; the NRHP President; the State Legislature (if required); and other healthcare professionals and agencies, by compiling and/or analyzing information from various data sources and reporting or interpreting on a variety of issues
- Coordinate and facilitate communication between NRHP members on significant regulatory issues and serve on various committees, task forces, etc., as assigned by the NRHP President
- Provide financial analysis, support and meets defined objectives with in the workplan on all NRHP grant supported projects
- Any other duties assigned by the NRHP President

Specific Responsibilities:

With Respect to Medicare Rural Hospital Flexibility Program (Flex):

1. In collaboration with the Nevada Office of Rural Health (ORH), personally assist individual facilities with all facility specific financial, audit or cost reporting issues relating to CAH status or by facilitating the identification and acquisition of any needed resources when requested
2. Educate facility staff on related financial issues such as specific coding and billing requirements, reimbursement problems and provide assistance as required/requested
3. Provide technical assistance and education to hospital staff and governing board in understanding and applying regulations, including the implications of regulations on record keeping, data systems, billing and cost reporting as required/requested
4. In collaboration with Nevada ORH, assist in the preparation of the annual Flex grant application including the subaward budget and work plan
5. Effectively administer and complete the Flex work plan responsibilities and duties of the NRHP Flex Performance Improvement Manager as described in the subaward, including but not limited to:
 - a Oversight, development and implementation of any CAH financial and operational improvement activities
 - b Direction of the FLEX PI Network consisting of meetings and related educational opportunities for CAH CEOs, CFOs and business office staff
 - c Coordinate with the Strategic Initiatives Director to provide technical assistance, education and training resources to assist CAHs to implement best practice operational strategies and processes based on needs as requested

- d Development and maintenance of a comprehensive resource platform which will include mandatory reporting measures, educational videos, a technical assistance forum and other resource initiatives as defined by the needs of the CAHs
 - e Onsite technical assistance to CAH facilities as needed
6. Participate actively and knowledgeable on the Flex technical assistance and PI and Quality Initiative (QI) Committees (quarterly)
7. Assist the NRHP Strategic Initiatives Director to manage the Flex subaward budget on an ongoing basis and ensure compliance with grant guidance for reimbursement of expenditures. Work with NRHP Financial Program Director to receive grant reimbursement from the University of Nevada
8. Assist members in identifying delivery models that are financially beneficial or current services offered that are not financially sustainable
9. Monitor CMS and National Rural Health Association (NRHA) listserv sites for relevant regulatory and reimbursement information and forward that information to the appropriate member staff and provide assistance implementing any changes

With Respect to All Aspects of Performance Improvement Assistance to Members CAHs:

1. Monitor CMS and National Association of Rural Health Clinic (NARHC) listserv sites for relevant regulatory and reimbursement information and forward that information to the appropriate member staff and provide assistance implementing any changes
2. Participate routinely in any national technical assistance conference calls and the American Hospital Association (AHA) rural constituency calls
3. Develop effective working relationships with key management, financial and administrative staff in each facility, such that members seek their expertise, express confidence in the amount and quality of assistance provided to them and express their belief that they have a comprehensive knowledge of the subject matter
4. Develop appropriate and effective working relationships with key contacts within the healthcare industry, including Nevada Medicaid and other groups impacting hospital finance and operation, such that their expertise is sought regarding the implications of programs, legislation and regulation on rural hospital financial viability and operations
5. Help to ensure that the financial impacts of legislation and regulation are as favorable as possible for members

With Respect to General Work Administration:

1. Develop and communicate their travel schedule to NRHP President/staff and to the member facilities
2. Provide clear, coherent, concise, accurate and grammatically correct written material and reports
3. Independently (without specific direction) provide follow-up on outstanding issues
4. Comply with the general NRHP Performance Standards
5. Routinely and appropriately inform the NRHP President as to the status of their work, outstanding issues, coordination of effort, etc.
6. Duties may be adjusted as deemed relevant by the NRHP Board and the NRHP President to meet needs of the membership

Compensation and Benefits:

- \$70,000 to \$75,000 (max) annual salary based on prior experience and expertise

- Health, dental, vision and life insurance 100% paid for the employee
- 403(b) with 4% company match and immediate full vesting
- Paid time off (10 days of vacation, 12 days of sick and 9 holidays provided annually)
- Monthly cellphone reimbursement

Required Certifications or Credentials:

- Valid Nevada driver's license at the time of hire and must be able to provide their own transportation to and from the place of employment

Work Environment:

- Works in a professional office environment during normal office hours from 8:00 a.m. to 5:00 p.m. on Monday through Friday.