



## **EK Health Services, Inc. – Bill Review Analyst**

Under the direction of the Manager of Compliance and Regulations the Bill Review Analyst position is responsible for researching and updating fee schedule regulation requirements, communicating those requirements to business units and testing those requirements/elements for our business related systems.

Position specifics: Exempt position, working remotely

The job responsibilities will include, but are not limited to:

- Work closely with the Manager of Compliance regarding new and existing regulations
- Interpret existing regulatory regulations or fee schedule regulations as they relate to the company business
- Understand and communicate regulatory compliance with system requirements to our technology team
- Provide fee schedule guidance and compliance support to project and product teams
- Create/update and review compliance protocols and regulatory materials as needed
- Reviews all specific details of state fee schedule regulations, billing codes, and reimbursement guidelines
- Develop and distribute compliance information to the appropriate business units
- Review validation edits, special audits, testing, and assignments as needed regarding state rules and fee schedule regulations
- Other duties as assigned

### Requirements:

- BS preferred in related field
- 5+ years of experience in workers' compensation or related type of business
- Ability to read, analyze and interpret regulations with developers/ programmers
- Experience of documenting the regulations and validating the procedures and guidelines are performing as expected.
- Demonstrated ability to organize and plan complex tasks
- Excellent Written and Oral Communication Skills
- Excellent Interpersonal Skills
- Strong Organization Skills
- High comfort level with computers and computer programs (MS Word, MS Excel, Email)
- Ability to work independently with minimal supervision
- Ability to meet deadlines in a high pressure, time sensitive environment
- Ability to lift up to 20 lbs
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.