

HEALTH CARE FINANCIAL ANALYST 1**Nature of Work**

Under general supervision, performs work at the full-performance level by reviewing and analyzing financial information submitted by hospitals and health care providers regulated by the Health Care Cost Review Authority. Performs financial analysis independently. Collects, compiles and analyzes data obtained from research studies, source documents and surveys. Works in either the Certificate of Need Program, the Rate Review Program, the Research, Data and Development Division or the Health Planning Division. Performs related work as required.

Distinguishing Characteristics

Although this level is the entry level in the series, incumbents are expected to perform at the full-performance level after a reasonable orientation period.

Examples of Work

Reviews submitted information for completeness and conformity to costs criteria; analyzes financial data for the development of new services and facilities; analyzes data to determine whether the estimated cost is accurate, whether possible hidden costs exist, and the financial impact the service or facility will have on other services.

In the Certificate of Need Program:

Analyzes the financial feasibility studies included in proposals submitted by health care providers for the development of new services and facilities; analyzes data to determine whether the estimated cost is accurate, whether possible hidden costs exist and the financial impact the service or facility will have on other services.

Determines the need for the proposed services and facilities by evaluating utilization data and comparing that data to the State Health Plan.

Participates in public hearings in the review of Certificate of Need proposals.

Writes administrative decisions pertaining to the HCCRA Board's determinations on proposals.

Researches and compiles information for special projects as assigned.

Researches national health care information to maintain awareness of new procedures, their costs, market trends, the use of new technology and treatments.

Advises health care providers in the completion of applications; verifies information submitted.

Participates in health planning activities with other agencies.

HEALTH CARE FINANCIAL ANALYST 1 (CONT'D)**Examples of Work (cont'd)****In the Rate Review Program:**

Analyzes the financial condition of hospitals by weighing the effects of such areas as cash flow, return on equity, capital costs and financial obligations.

Reviews and analyzes rate applications in order to ascertain and evaluate the cost of services provided by the hospital.

Reviews expenditures to determine whether more effective management of resources would alleviate the need for a rate increase.

Represents the program at hearings and fact-finding meetings.

Performs financial and statistical audit of books and records of hospitals. Performs financial statement analysis ratios.

Writes administrative decisions in accordance with the decisions of the Authority's Board.

May represent the agency at public hearings and industry task forces.

In the Research, Data and Development OR Health Planning Division

Locates, verifies and analyzes data gathered for immediate publication, press releases, or use by the Governor's Office, the Legislature, Federal Department of Labor, or other state agencies.

Designs and implements standard research studies and surveys used to gather information.

Evaluates and analyzes the information obtained from standard research projects.

Makes recommendations to supervisor to carry out goals and objectives of the agency.

Writes memoranda, correspondence and standard reports.

Revises on-line data entry and display systems.

Analyzes automated standard reporting systems, writes recommendations for standard system modifications, assists programmers in standard system modifications.

Answers routine inquiries from unit/local offices regarding standard reporting procedures and/or standard problem resolutions on automated systems.

Assists unit/local office personnel in writing data processing requests.

Provides technical advice to program personnel involved in evaluation efforts.

Maintains files and records of data collected, compiled and analyzed.

May represent the agency at public hearings and industry task forces.

HEALTH CARE FINANCIAL ANALYST 1 (CONT'D)**Knowledge, Skills and Abilities**

Knowledge of the principles and techniques of financial and economic analysis.

Knowledge of health issues and trends.

Knowledge of business management principles.

Knowledge of research techniques.

Knowledge of state and federal laws, rules and regulations which apply to the area of assignment.

Knowledge of statistics and statistical techniques.

Knowledge of and ability to use database and spread sheet programs to develop queries, graphs and output.

Ability to evaluate technical and financial data.

Ability to comprehend information from technical, financial, and legal services.

Ability to formulate logical decisions.

Ability to communicate effectively with a wide variety of people both orally and in writing.

Ability to evaluate economic and financial trends.

Ability to design and implement research studies and surveys.

Ability to analyze and resolve problems for automated reporting systems.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university with a major in business administration, accounting, auditing, finance, economics, management, health care administration, public health administration or planning, hospital administration, nursing, mathematics, statistics, or a related health sciences field.

SUBSTITUTION: Full-time or equivalent part-time paid experience as listed below may substitute on a year-for-year basis for the training requirement.

EXPERIENCE: One year of full-time or equivalent part-time paid professional experience in finance, accounting, economics, statistics, management, research or consultation with a business, hospital, health planning, health organization or qualifying work experience in a health care cost review or regulatory agency involving review and analysis of financial information submitted by hospitals and health care providers.

SUBSTITUTION: Master's degree in business, public administration, public health administration, hospital administration, health care management, economics, or health planning may substitute for one year of the experience.

NOTE: Applicants for vacancies in the Rate Review Section must have a minimum of 9 semester hours in accounting.

Established: 8/20/92
 Revised: 3/27/97, 5/7/97, 5/2/05
 Effective: 5/2/05