FEi Systems

Business Analyst

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.

Principal Responsibilities:

- 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 Skills:

- 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.

Required Experience:

- 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, & Meaningful Use Acceptance Criteria] with understanding of behavioral health domain

Primary Location

United States-Maryland-Columbia

FEi is a leading IT company specializing in Federal and Local Government data system solutions. For the past decade we have maintained a leading position in providing programming and consulting services in our primary areas of expertise- Behavioral Health Data Systems, and Clinical Trials Software Solutions for institutional systems of care. At FEi Systems, we recognize that our employees are an important part of our success. We promote a team environment where all employees have the opportunity to achieve professional and personal success. Currently FEi is looking for highly skilled, self-motivated and creative individuals to join our talented team of experts. FEi is an equal opportunity employer that believes in growing and promoting a diverse work force. Our employee compensation and benefits package is competitive within the industry and is designed to help employees meet varying needs throughout their careers and lives. If you're looking for a rewarding work environment that will challenge your mind and expand your horizons, then joining the FEi team may be right for you. Please send your résumé to TalentAcquisition@FEiSystems.com or view all of our openings at www.Feisystems.com/careers