



Example of Resolution Analyst Job Description

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Our growing company is hiring for a resolution analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for resolution analyst

- Contact person for business operational team in terms of resolving any complex issues with invoices and payments, investigate and resolve deficiencies with suppliers or internal parties
- Work closely with business stakeholders on processing exceptional items and specific requirements
- Responsible for preparing timely reconciliation & review of all B2P related accounts
- Owns communication and reconciliation of outstanding balances with external suppliers
- Support in preparation of metrics and KPI's and investigation analysis
- The candidate will manage a daily running inventory of negotiable claims
- The candidate will evaluate and research claims for reasonableness off total billed charges based industry standards tool provided (CMS, AMA coding guidelines, U&C, etc)
- The candidate will contact provider to discuss reimbursement of charges while obtaining signed approvals (LOA's) – Letters Of Agreements
- Day to day accountability for PPO, Auto and Workers Comp
- Answer the toll free customers service numbers assigned for specific client

Qualifications for resolution analyst

- Bachelors degree, or equivalent related experience and three years of claims research and/or issue resolution or analysis of reimbursement methodologies within the health care industry, or any combination of education and

- Minimum of one year of industry experience as a real estate escrow officer, closer or processor
- Minimum 2 years of experience in Accounting and/or Finance
- Experienced user of integrated software system (SAP knowledge is inevitable)
- Expert in Microsoft Excel usage
- Good understanding of accounting practices in relation to P2P/AP