**To Be Completed By Human Resources**

Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Michigan Public Health Institute**

**Position Description**

**Title:**  Business Consultant

**Employee Name:** TBD

**Supervisor:** Lori Hale, User Acceptance Test Manger

**Purpose:**  Provide services to clients; mostly aligned to healthcare information technology projects, consulting assignments, business process design, and other business solutions.

**Duties and Responsibilities:**

1. Assisting in the design and development of stand-alone business solutions and other projects.
2. Evaluating customers' business needs, thus contributing to strategic planning.
3. Taking responsibility for defined work assignments/projects often involving immediate action or short term planning of human and other resources.
4. Providing a Quality Assurance input to business processes or projects.
5. Develop test plans and EDI HIPAA 5010 transaction test files to be used by end users during User Acceptance Testing phase.
6. Assist in the development of program documentation.
7. Maintain proficiency in and perform necessary duties using the MDHHS systems and processes.
8. Perform necessary analysis of program data from appropriate source (MDHHS and DTMB)
9. Assist agents, department staff and others with program policy, procedure and other related activity.
10. Proficient use of MS Office, Word and Excel.
11. Maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant of MPHI projects, and represent the best interest of MPHI at all times.
12. All other duties as assigned.

**Qualifications/Requirements:**

* **Education**: Bachelor's degree preferred. In lieu of a Bachelor’s degree, we will accept equivalent in education and/or experience
* **Experience:** At least 5 years of work experience in Human Services, Eligibility Determination, Claims Processing, Healthcare IT Systems, Systems Integration or Consulting and EDI healthcare transactions.
* **Required Skills and Characteristics:** Mastery level competence and specialist knowledge in at least one technology or expertise area. Full competence in one or more related areas with strong analytical skills. Ability to contribute in a number of areas outside of specialty. An understanding of the business/organization/marketing context of IT/IS solutions. Emerging as leader in expertise area. Ability to discuss/describe IT/IS issues and processes clearly and effectively with software users, developers, project managers, business unit managers, and executive staff. Strong writing skills.
* **Desired Skills and Characteristics:** Experience with HIPAA 5010 transactions; knowledge of and experience with the Michigan CHAMPS (Community Health Automated Medicaid processing system); background in the insurance industry, especially in the areas of business process analysis, software requirements gathering, project management, and testing of IT/IS solutions.

**Work Environment and Physical Requirements:** Example: Job may require moderate physical effort including lifting materials and equipment of <50# and involves viewing a CRT or VDT screen 25% to 75% of the time. Standard office environment. May require valid vehicle operator’s license where needed to perform duties of the position.

**Responsibility for the Work of Others:** No assigned responsibility.

**Impact on Projects, Services, and Operations:** Business Consultants have extended direct contact with customers. They function as subject matter experts and/or are responsible for the delivery of clear and useful analyses, recommendations, and reports. The quality of the work and the professionalism exhibited by the Analyst/ Business Consultant is directly reflected in the reputation and perceived value of MPHI’s services.

**Contact Person/Group**

Erin Wise, MPHI, Director of Medicaid Operations

Lori Hale, MPHI, User Acceptance Test Manger

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor or Program Director