

POSITION DESCRIPTION

Position Number:	
Position Title:	Revenue System and Performance Analyst
Facility:	District Finance
Division:	Finance
Cost Centre:	450031
Classification:	Health Manager Level 2
Award:	Health Managers (State) Award
Vaccination Category:	B
Reports to:	Revenue Manager
Together With:	
Direct Reports:	Various positions
Purpose of Position:	<ul style="list-style-type: none"> ➤ Ensure that revenue billing and associated systems are functioning at best practice levels in relation to all aspects of MoH and Local Health District policies and procedures. ➤ Assist in implementing change management and improving work processes in relation to Revenue/Receivables accounting including maximizing revenue generation and limiting outstanding debts. ➤ Provide District Finance with timely review and reports on Revenue performance. ➤ Ensure that systems and work practices facilitate the analysis and timely reporting of a wide range of financial and statistical data as input to the financial accounting records. ➤ Ensure that services provided are effective and efficient and provide maximum automation of processes. ➤ Analyze revenue data to guide SLHD in identifying opportunities and risks in making decisions. ➤ Ensure accurate and timely revenue performance information and data-driven opportunities for presentation to Executives. ➤ Serve as a deputy to the Revenue Manager.
Key Accountabilities:	<ul style="list-style-type: none"> ➤ Manage, review, and support the revenue systems and associated interfaces within the Sydney Local Health District. ➤ In consultation with the Director of Finance and Revenue Manager, develop revenue performance metrics and processes for monthly reporting. ➤ Manage, review, and develop interface systems between business units and the existing revenue billing system, including the radiology system (RIS). ➤ Oversee revenue system software installations, including all aspects of the project such as assisting software vendor, assisting in the business process review and business case reports, documentation of procedures, testing and training of staff. ➤ Set priorities and carry out monitoring functions to ensure data are of the highest quality required for billing/receiving of payment purposes. ➤ Attendance at meetings relevant to billing and associated systems and process management. ➤ Ensure systems effectively and efficiently meet procedures related to billing, claiming, discharge, cash handling, patient accounts as required by management. ➤ Assist in operating revenue and billing systems in accordance with Government, NSW Ministry of Health and Sydney Local Health District policies and procedures. ➤ Co-ordinate training for staff in relation to new revenue system changes and processes. ➤ Manage process and follow up communications, issues raised, input documentation from all departments and other Units. ➤ Work with management to ensure timely and complete implementation of initiatives. ➤ Assist senior staff in complex tasks, projects, reviews of operational systems and with the development and implementation of policies, procedures, standards and practices for District Finance. ➤ Work with management to ensure quality control and audit readiness. ➤ Work with management to ensure all requirements are satisfactorily completed in accordance with statutory reporting schedules. ➤ Ensure adequate filing archiving and maintenance of records. ➤ Adhere to EEO and all statutory regulations & SLHD policies and procedures. ➤ Participate in Quality Activities. ➤ Participate in Performance Appraisals.

	<ul style="list-style-type: none"> ➤ Ensure that all information remains confidential. ➤ To act on behalf of Revenue Manager as required. ➤ Provide a suite of reports on cash flow collection, debts, data analysis and trends within SLHD. ➤ Provide revenue data-modeling, mining and analysis support for SLHD. ➤ Prepare reports that include statistical analysis, reports and graphs. ➤ Implement data collection systems and other strategies that optimize statistical efficiency and data quality. ➤ Assist with the timely preparation and distribution of End of month, End of Quarter and End of Year reporting for key Internal stakeholders. ➤ Other duties as required.
Challenges:	<ul style="list-style-type: none"> ➤ Ensure that revenue billing and associated systems are functioning at best practice levels in relation to all aspects of MoH and Sydney Local Health District policies and procedures. ➤ Responsible to implement change management and improve work processes in relation to Revenue/Receivables accounting including maximizing revenue generation and limiting outstanding debts. ➤ Responsible to ensure systems and work practices facilitate the analysis and timely reporting of a wide range of financial and statistical data as input to the financial accounting records. ➤ Responsible to ensure services provided are effective and efficient and provide maximum automation of processes.
Communication	<ul style="list-style-type: none"> ➤ Required to communicate at all levels, including communication with staff and clinicians across the LHD for effective implementation of systems related processes, communication with management on systems related issues, and to contribute at various project meetings and committees. ➤ Required to communicate to both internal and external stakeholders, including Hospitals and other business departments, to coordinate an effective solution for the organization. ➤ Required to prepare clear and accurate reports, briefs and presentations to assist management with decision making.
Decision Making	<ul style="list-style-type: none"> ➤ Required to make decisions relating to revenue systems improvement, development and implementation in consultation with the District Revenue Manager. ➤ Required to contribute to the decision making processes across the organization relating to systems related business changes. ➤ Director of Finance to approve revenue performance metrics and targets developed.
Selection Criteria <i>(max of 8)</i>	<ul style="list-style-type: none"> ➤ Demonstrated experience with systems administration including maintenance of systems parameters and reference tables, liaising and follow through with vendor for problem resolution, and taking an active role with system/regression testing to ensure data integrity. ➤ Demonstrated high level of analytical, written, verbal, and interpersonal communication skills including report writing, presentation and negotiation. ➤ Demonstrated experience with business process redesign implementation, and support in a billing environment that promotes efficiency and accuracy. ➤ A Tertiary qualification in Accounting, Commerce or Computing and/or equivalent experience. ➤ Advanced knowledge and practical skills in financial accounting systems, hospital billing systems and MS Office software (particularly Excel and Word). ➤ Experienced in performing data mining and data analytics, on data-sets and data-marts within a financial management information system. ➤ Demonstrated ability to develop good working relationships within a large team, and both internal and external stakeholders. ➤ Demonstrated ability to work independently to meet deadlines and department objectives and manage conflicts of resources or priorities.
Position Dimensions	<ul style="list-style-type: none"> ➤ Demonstrate an understanding of SLHD's obligation to provide quality health care services to the public ➤ Understand the flow of work and planning procedures for the Revenue Department ➤ Understand the external and internal forces that influence the organization and its customers ➤ Understand which decisions can be made alone or would require the approval or involvement of others.
Appendices	<ul style="list-style-type: none"> <input type="checkbox"/> Appendix 1: General Responsibilities – Legislative (automatic attachment) <input type="checkbox"/> Appendix 2: Organisational Profile <input type="checkbox"/> Appendix 3: Organisational Chart

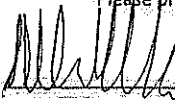
Area of Responsibility	Core Responsibility of All Staff	Core Responsibility of All Managers
Quality Improvement	To participate in quality activities to improve service delivery and patient outcomes	* To implement quality activities to guide service delivery and continued improvement. * To facilitate work practice reviews to ensure current standards are maintained and technological changes are incorporated to reflect corporate objectives. * To implement recommendations for improvement this may emanate from work practice reviews. To ensure compliance with the standards contained within the Australian Council on Health Care Standards Guidelines for Accreditation.
Training	* To attend induction. * To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.	* To attend induction. * To ensure employees are provided access to appropriate training and development to assist them in personal development. * To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.
Corruption Prevention	* To report any suspected fraud in the workplace. * To minimise the incidence of corruption and fraud within the workplace.	* To report any suspected fraud in the workplace. * To minimise the incidence of corruption and fraud within the workplace. * To instigate investigations into any suspected incidences of fraud or corruption.
Policies and Procedures	* To ensure familiarity with, and adherence to, relevant Ministry of Health, SLHD and Facility/Services policies and procedures that are relevant to the performance of the duties specified in this Position Description. * A commitment to reduce waste generation and segregate general, clinical and recyclable waste for safe disposal. Participate in waste reduction strategies which avoid, reduce, recycle and reuse waste. * Comply with Privacy legislation and corresponding SLHD policies and procedures.	* To ensure familiarity with, and adherence to, relevant Ministry of Health, SLHD and Facility/Services policies and procedures that are relevant to the performance of the duties specified in this Position Description. * A commitment to reduce waste generation and segregate general, clinical and recyclable waste for safe disposal. Participate in waste reduction strategies which avoid, reduce, recycle and reuse waste. * Comply with Privacy legislation and corresponding SLHD policies and procedures. * To ensure staff has access to, and adhere to, policies and procedures required for the performance of their duties.
Code of Conduct	To abide by the NSW Health Code of Conduct.	
Work Health and Safety Responsibilities	* To ensure compliance with the Work Health and Safety Act 2011 and amendments, Workplace Injury Mgmt and Workers Compensation Act 1998 and amendments, NSW Health Dept Guidelines and Australian Standards. * To report all hazards, near misses, incidents and accidents to the Supervisor / Manager. * To participate in the Workplace Rehabilitation Program.	* To ensure compliance with the Work Health and Safety Act 2011 and amendments, Workplace Injury Mgmt and Workers Compensation Act 1998 and amendments, NSW Health Dept Guidelines and Australian Standards. * To report all hazards, near misses, incidents and accidents to the Supervisor / Manager. * To participate in the Workplace Rehabilitation Program. * To notify the Rehab Coordinator of all injuries to ensure effective rehabilitation of injured workers. * To ensure regular workplace inspections are conducted and recorded and all reported risks are assessed and appropriate action taken to manage risks and evaluate effectiveness. * To ensure staff are familiar with emergency procedures by organising attendance at appropriate training (e.g. Fire Safety Training).
Smoke Free Environment	SLHD has been completely smoke-free from 2 July 2007. This means that smoking is not allowed in any health service buildings, vehicles or grounds. There are no designated smoking areas. To help you quit smoking, free Nicotine Replacement Therapy (NRT) is available. Staff members are entitled to 8 weeks free NRT.	
EEO and Affirmative Action	Abide by EEO principles.	As for all staff and promote, implement and evaluate EEO and Affirmative Action policies and strategies.
Performance Management	Participate in SLHD's Performance Management Program.	As for all staff and in addition attend the workshop on Performance Management and ensure that all of your employees participate in the program.
Child Protection Guidelines	To be familiar with and abide by the NSW Health, SLHD and local service child protection policies and procedures, including reporting requirements.	* To be familiar with and abide by the Ministry of Health, SLHD and local service child protection policies and procedures, including reporting requirements. * To facilitate staff attendance at appropriate training programs for Child Protection. * To facilitate provision of appropriate supervision/support to staff who are involved in critical incidents / child protection issues.
Staff Consultation & Participation	To facilitate staff consultation and participation in the workplace.	
Waste Management	Be familiar with the SLHD waste management policies and procedures.	As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend any necessary training and updates.
Infection Control	Be aware of SLHD Infection Control Policies and Procedures and follow these guidelines in your day-to-day duties.	As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend any necessary training and updates

As the incumbent of this position, I have read the Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply and agree to strictly observe the District's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: IDA B RAVINDRARAJ

Please print

Employee Signature: _____



Date: 23/11/15

Manager Name: EMMANUEL ANTHONY

Please print

Manager Signature: _____



Date: 23/11/15

OHS ROLE SPECIFIC RESPONSIBILITIES

Each position should be assessed at the site as to the incumbents, or future incumbents, OHS responsibilities peculiar to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited to.

List Specific Job Responsibilities	
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Jobs Demands Checklist (Summary)

The purpose of this form is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Job Demands Frequency Key

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis
 - O = Occasional - activity exists up to 1/3 of the time when performing the job
 - F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job
 - C = Constant - activity exists for more than 2/3 or the time when performing the job
 - R = Repetitive - activity involved repetitive movements
 - N = Not Applicable - activity is not required to perform the job
- Any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
	I	O	F	C	R	N
Sitting - remaining in a seated position to perform tasks.			v			
Standing - remaining standing without moving about to perform tasks.	v					
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes.			v			
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes.						v
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks.						v
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks.						v
Kneeling - remaining in a kneeling posture to perform tasks.						v
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks.						v
Leg / Foot Movement - Use of leg and / or foot to operate machinery.						v
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps.						v
Lifting / Carrying - Light lifting & carrying - 0 - 9 kg.						v
Lifting / Carrying - Moderate lifting & carrying - 10 - 15 kg.						v
Lifting / Carrying - Heavy lifting & carrying - 16kg & above.						v
Reaching - Arms fully extended forward or raised above shoulder.						v
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body.						
Head / Neck Postures - Holding head in a position other than neutral (facing forward).						
Hand & Arm Movements - Repetitive movements of hands and arms.						
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands.						
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work.						
Driving - Operating any motor powered vehicle						

SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
	I	O	F	C	R	N
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens.			v			
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries.			v			
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals.						v
Taste - Use of taste is an integral part of work performance e.g. Food preparation.						v
Touch - Use of touch is an integral part of work performance.						v

PSYCHOSOCIAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
	I	O	F	C	R	N
Distressed People - e.g. Emergency or grief situations.						v
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness.						v

