

## Job Description

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Title:	Contract Analyst
Business Unit:	SSI
Department:	Contract & Episode Management Solutions Center of Excellence
Reports to:	General Manager
Location:	Gurgaon
Direct Reports:	No
Updated:	April 2023

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## About FinThrive

FinThrive is advancing the healthcare economy. We rethink revenue management to pave the way for a healthcare system that ensures every transaction and patient experience is addressed holistically. We're making breakthroughs in technology—developing award-winning revenue management solutions that adapt with healthcare professionals, freeing providers and payers from complexity and inefficiency, so they can focus on doing their best work. Our end-to-end revenue management platform delivers a smarter, smoother revenue experience that increases revenue, reduces costs, expands cash collections, and ensures regulatory compliance across the entire revenue cycle continuum. We've delivered over \$10 billion in net revenue and cash to more than 3,245 customers worldwide. When healthcare finance becomes effortless, the boundaries of what's possible in healthcare expand. For more information on our new vision for healthcare revenue management, visit [finthrive.com](https://finthrive.com)

## About Our Culture

### Find Balance with Our Colleague-friendly Organization

We prioritize work-life balance and flexibility for our colleagues, which is why FinThrive offers a conducive and stress-free work culture. This, along with fantastic salary and benefits packages will help you thrive in your career.

### Take Time to Recharge and Pursue Your Passions

At FinThrive, we believe in the human side of work and the importance of taking time to pursue your passions and recharge. Whether it's traveling the world, spending quality time with loved ones, or giving back to your community, we want you to enjoy all the good that life has to offer.

### Be Part of a Positive and Supportive Work Environment

FinThrive colleagues value diversity, inclusivity, and respect, and we're committed to creating a positive and supportive work environment where every colleague's voice is heard and celebrated. At FinThrive, you're a valuable member of our team, and your opinions matter!

### Grow and Excel Your Career with Training and Education

FinThrive is committed to helping our colleagues grow and excel in their careers, which is why we offer top-notch training and education to sharpen your skills and prepare you for whatever lies ahead. With our support, you'll be well-equipped to succeed not just in your current role but also in your future endeavors.

## What we offer

- Term life, Accidental & Medical Insurance
- Professional development opportunities
- Hybrid work environment

## Impact you will make

Are you passionate about empowering health care for everyone in every community? Do you desire to see health care organizations thrive? As a Contract Analyst, you'll have a front-row seat to the industry's transformation from fee-for-service to value-based care. We will teach you how to interpret a reimbursement contract and load it into our best-in-class Contract Management system.

We are eagerly looking for the best candidate to fulfill our Contract Analyst position. The right individual must be accountable and focused while working on a united team with fellow colleagues. He / She must stay nimble and problem-solve under deadlines to deliver the best result to our clients, the first time. The Associate Contract Analyst must be able to adapt quickly to an evolving healthcare and technological environment, and to deliver precision, quality and excellence to the nth degree.

## What you will do

Major Responsibilities/Activities:

- Develop and demonstrate the ability to analyze provider/payer contracts and translate reimbursement terms into logic modules within the nThrive application
- Acquire and establish the skills to communicate with colleagues and customers in a clear and professional manner via phone, email, customer service ticketing systems, and in person
- Exhibit the ability to conduct updates of maintenance contracts including but not limited to rate updates and fee schedule updates
- Meet or exceed established goals for productivity, turnaround time, and quality
- Establish relationships with clients
- Learn application functionality and grow industry knowledge
- Gain understanding of Government and/or Commercial payer reimbursement methodologies
- Complete onboarding and training requirements
- Other duties as assigned

## What you will bring

- BA/BS degree in Business Administration, Healthcare Administration, Mathematics, or other related field OR equivalent Healthcare Revenue Cycle experience
- Highly numerical aptitude with excellent analytical skills
- Strong written/verbal communication, interpersonal, and relationship skills
- Ability to work in a team environment that requires quick turnaround and quality output
- Proficiency in Microsoft Office suite

## What we would like to see

- Healthcare revenue cycle experience preferred
- Customer Service experience preferred
- Salesforce.com experience a plus



FinThrive is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations.

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