



POSITION: EDI Analyst
DEPARTMENT: Risk & Medical Management
REPORTING MANAGER: VP Risk & Medical Management
Exempt x Non-exempt

JOB RESPONSIBILITY SUMMARY:

The EDI Analyst main objective is to develop, coordinate, implement, and manage all EDI related developments. Provides technical support for the implementation of EDI connections with external parties; responds to inquiries related to EDI transactions; conducts analysis of EDI transactions; and provides issue resolution when necessary.

ESSENTIAL FUNCTIONS:

- Practices Custom Way Fundamental of customer and team focus. Serves as the liaison between Custom Design Benefits team and data-trading partners to develop and maintain specifications for data exchange.
- Modify, create and test EDI maps and processes.
- Analyze and design specifications used for enhancements and extensions in the EDI applications, interfaces and mappings.
- Coordinate all troubleshooting, testing, implementations and upgrades.
- Provide technical expertise and support for EDI communications.
- Ensure all processes and procedures within reporting teams are followed, maintaining up-to-date information to secure accurate, timely and consistent results.
- Interface with supporting areas/departments within the company in review of new processes and efficiencies of existing processes to improve and/or streamlining procedures.
- Understand and create the process flows which relates to the business system, creating efficiency and automation

ESSENTIAL SKILLS AND EXPERIENCE:

- Prior experience with GenTran preferred
- Understand proper structure of electronic transactions, required vs. mandatory fields, and situations fields
- Use of HIPAA validation rules and tools to ensure electronic Healthcare transactions meet required data standards
- Recommends, develop, and maintains strong policies and procedures that align with company objectives.
- Project management facilitation with key understanding of company initiatives that guide improvement processes.
- Advanced analytical, critical thinking and decision making skills
- Strong technical skills
- Advanced organization skills
- Change management skills

Qualified candidates should send a cover letter, resume and salary expectations to careers@customdesignbenefits.com.