



## Employment Opportunity for: Business Analyst

### Position Purpose

The Business Analyst will be a part of the MiHIN Production and Operations Department. The business analyst is an integral member of the MiHIN team, helping to gather information on, evaluate, and report on business requirements and processes. Those processes include but are not limited to: production systems, testing, quality assurance, and other objectives of the department. The business analyst coordinates with business partners and other team members in support of Production and Operations including process management, resolution of production issues, helping evaluate and ensure that system functionality aligns with the business process and expected results. The business analyst provides data analysis to support, compile, and report key information for operations and business objectives. The role can include light coding, data modeling design and reporting activities.

### Essential Functions and Basic Duties

- Conduct business process analysis to identify key business needs, issues and/or gaps
- Partner with MiHIN team members and external partners or stakeholders to develop and document business deliverables for new/enhanced capabilities; including but not limited to: project charters, business vision documents, requirements documentation, risk mitigation and tracking documents, and status reports
- Participate in finding and implementing technology solutions and development processes by providing requirements documentation, use cases, subject matter expertise, and design input
- Help ensure buy-in of proposed solutions from stakeholders, Production and Operations, and MiHIN leadership
- Manage project risks and issues, adhere to project timelines and budget
- Ensure timely and effective execution of all assignments
- Assist in monitoring, researching and correcting documentation by interacting with other MiHIN departments to assist in identifying and correcting documentation
- Perform other duties as assigned by management

### Required Qualifications

- Bachelor in Technology, Business Administration, Finance, Health Administration, or related field
- 1+ years of experience in business analysis
- Minimum of three to five years in Health Information Management or demonstrated knowledge of analysis methodology



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- Experience or knowledge of health information technology, including but not limited to electronic health records (EHR), patient care flow, and hospital computer systems
- Demonstrated project and work planning experience
- Clear and concise verbal and written communication skills
- Proficiency in MS Office, particularly Excel
- Expert interpersonal skills
- Strong focus on execution and delivery with ability to make recommendations and mitigate timeline risks
- Excellent analytical, organizational and communication skills are required; expert interpersonal skills; confidence to participate in planning sessions that outline IT solutions that reach business goals
- Experience gathering requirements from the client/business and providing clear documentation
- Self-starter, resourceful (independently seeks and finds resources, information, knowledge, and/or tools to complete tasks as needed)
- Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements
- Excels at identifying, analyzing, organizing and solving issues and problems

### Desired Qualifications

- Knowledge in MPI, PL/SQL and /or SAAS
- Demonstrated exceptional requirements analysis, testing and debugging experience
- Working knowledge of client accounting and client reporting requirements
- Experience in writing user stories and detailed process flows
- User Acceptance Testing coordination experience
- Experience in working with agile/scrum methodology
- Experience with project methodology (requirements, design, development, test and implementation)
- Familiarity with business process design and aid the high-level business process design efforts with assistance of the stakeholders and end users
- Experience supporting client accounting and reporting, or other applicable financial industry experience
- Medicaid experience

**Position Reports to:** MiHIN Director of Production and Operations

**Supervisory Role:** May lead, direct and supervise the work of an intern



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**Job Location:** East Lansing, MI

### What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, Health Information Exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

### Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in health care. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

### Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

### Application Instructions

- Please email cover letter, resume, and three full references to [jobs@mihin.org](mailto:jobs@mihin.org) for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

### Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to



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work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.