



# *“REAL WORLD” OPPORTUNITIES*

## UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University*  
*The University of Rochester is an Equal Opportunity Employer*

**Job Title: Information Analyst II Ref# 151808**

**Start Date: IMMEDIATE**

**GENERAL PURPOSE:**

**BRIEF DESCRIPTION OF DUTIES:**

- With the direction from the Practice Operations and Payer Relations Manager and with considerable latitude for independent judgment, the Information Analyst II is responsible for providing systems training and support for all University of Rochester Medical Faculty Group (URMFG) practices in their endeavors to coordinate and monitor departmental procedures. Prepares analyses on department operating and financial reports, answers correspondence and other inquires involving the interpretation of the University as well as departmental policy rules, regulations and procedures. Responsible for disseminating information to help formulate goals, protocols and develop improvement plans/procedures for the Strong Health enterprise. The Information Analyst II is required to have the knowledge and understanding of office operations, third party payer reimbursement contract rules and regulations, and an understanding of the organization, technical systems, programs, and procedures in order to ensure the highest of standards are maintained for the enterprise.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree with major course work in social or technical field and some graduate level course work in that field. The applicant should possess 1-2 years experience and/or background in education and training, in depth knowledge of the healthcare industry, excellent organization, problem solving, communication and customer service skills as well as the willingness and ability to function as part of a dynamic team.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to [judie.myers-gell@rochester.edu](mailto:judie.myers-gell@rochester.edu). To search for openings at the University of Rochester, visit online at [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp) or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at [www.rochester.edu/working/benefits](http://www.rochester.edu/working/benefits).