



Job Title: Business Analyst
Department: Special Programs
Reports To: Manager
FLSA Status: Exempt
Prepared Date: 12/11/11

Location: Orlando, FL

Summary

Physicians United Plan, Inc. ("PUP") is a fast growing Medicare Advantage HMO located in Orlando, FL. PUP is led by a dynamic and energetic executive team working to become the leading health plan in Florida. PUP is seeking a highly motivated Business Analyst to help develop programs for the Company's strategic initiatives including FIVE STAR, HEDIS, and SNP. The Business Analyst will work with all departments in the Company. After three years, the Business Analyst will have developed the skills and leadership abilities to work in other growth areas of PUP.

Essential Duties and Responsibilities include the following but not limited to:

- Document workflow, process or data flows using standard analysis and business methodologies.
- Develop and implement programs that meet strategic initiatives.
- Analyze business problems or improvement opportunities and helps apply the appropriate people, process or technology solutions.
- Assists in creating, developing, and maintain executive dashboard by accessing data from multiple sources and presenting meaningful, accurate, and relevant information, including key actionable metrics.
- Drives initiatives on all phases of project management: project planning, implementation and monitoring.
- Create Provider Portal showcasing meaningful metrics to drive physician performance.

Supervisory Responsibilities

None.

Education and/or Experience

- Bachelors degree in Health Services Administration, Business Administration or related field.
- 1+ years experience.

Other Qualifications

- Must be a self starter with exceptional problem solving skills with the ability to resolve complex problems and implement solutions.

- Ability to understand the business needs behind the requests and to drive results.
- Microsoft Excel, Access, Word, Powerpoint, Visio

Please email resume to HR@pupcorp.com.