

S [REDACTED] M [REDACTED]
Business Analyst

E: [REDACTED]@gmail.com

M: [REDACTED]

US Citizen

SUMMARY:

- Over 5 years of professional experience as a Business Analyst with expertise in the Healthcare domain.
- Strong, self-motivated team player with excellent analytical thinking and troubleshooting abilities, with the ability to work both together and independently while managing multiple competing deadlines and priorities.
- Proficient in all stages of the Software Development Life Cycle (SDLC), with extensive expertise in applying Agile and Waterfall methodologies during development.
- Demonstrating a comprehensive understanding of current (As-Is) and desired (To-Be) business processes through impact analysis, then translating requirements into functional and non-functional specifications, while suggesting recommendations and improvements to the current process to meet the business and project need.
- Exceptional documentation skills in creating workflows, technical specification documents such as Business Requirement Document (BRD), Use Case Specification, Functional Requirement Document (FRD), JIRA User Stories, user interface instructions and writing step-by-step instructions for related end user applications utilizing standards and templates provided to support system requirements.
- Provided ongoing support by communicating with key stakeholders across the board, including customers, business managers, and the development team to make sure the goals are aligned with business objectives.
- Exceptional customer service skills, including effective interpersonal, communication, and presentation skills, problem-solving, cooperative language, empathy, flexibility, and the ability to collaborate with clients and department staff to provide prompt and efficient responses and problem resolution.

TECHNICAL SKILLS:

Methodologies:	SDLC – Waterfall and Agile
Modeling & Design Tools:	UML, MS Visio
Defect Management Tool:	JIRA, Confluence
Database Tool:	SQL
Operating Systems:	Windows, macOS
MS-Suite:	MS Office, Word, Excel, Power Point, Outlook, SharePoint and MS Project

PROFESSIONAL EXPERIENCE:

Company – City, State

Business Analyst – Date 2020 – Current

Project 1: Accessed the [REDACTED] to the Patient Summary via the Electronic Health Record (EHR) and verified that the data is correct, valid, and editable within the necessary and predefined parameters. The data included the Patient Information, PCP Information, HMO, Prescriptions, and Preexisting Conditions, along with other hyperlinks that lead to more detailed information and records. This made everyday tasks easier for licensed professionals and allowed them to quickly get answers needed for all patient care needs and in order to make informed decisions on their behalf.

Project 2: Enhanced the [REDACTED] in the [REDACTED] and added Patients' full medical information into one module. Included data such as Policy and Coverage Information, Plan Requirements and Benefits, Access to ID cards, etc. This helped a licensed professional efficiently find all relevant information about a patient's insurance plan and their coverage.

Project 3: Optimized the [REDACTED] in Billing to help process claims between a Prescriber, Pharmacist, and [REDACTED] more efficiently by asking for the correct data and information. This processed [REDACTED] claims in a way that helped to cut costs and reduced monetary spending for the medical necessity coverage requests received by restructuring the information needed on the insurance claims pages.

Analyst Not 8 Manual

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