

Job Description

Job Title: Health Insurance Plan Analyst (Trainee) **FLSA Status:** Exempt
Reports: Director, Plan Management
Department: Plan Management

TWO POSITIONS AVAILABLE

THESE ARE JUNIOR LEVEL POSITIONS MEANT TO TRAIN AND DEVELOP INTERNAL CANDIDATES INTERESTED IN ADVANCING THEIR SKILLS AND EXPERIENCE AT ACCESS HEALTH CT

Summary: The Health Insurance Plan Analyst is a junior level position within the Plan Management Department. In this role, the Health Insurance Plan Analyst will work closely with Plan Management Carrier Product Managers to acquire the skills and knowledge necessary to perform the duties of this job.

The Health Plan Analyst will:

- work to acquire detailed knowledge of the carrier's plans offered on the Marketplace,
- learn the requirements of carrier and plan certification,
- serve as an AHCT liaison for the purposes of ensuring proper application and
- aid with tasks necessary to upload benefit and cost sharing information to the AHCT Marketplace portal.

The expected learning cycle will be 6 months to 1 year.

Essential Duties and Responsibilities

- Use Microsoft Excel and Maptitude mapping software for data analysis of carrier provider network information to assess network adequacy and member access.
- As part of annual Qualified Health Plan (QHP) and Stand-Alone Dental Plan (SADP) certification/recertification assist with:
 - performing quality assurance reviews to ensure accurate, consistent and complete data and supporting documentation has been submitted by carriers via the System for Electronic Rate and Form Filing (SERFF),
 - securing corrected/revise data and supporting documentation,
 - validating resubmitted data,
 - supporting plan preview within Marketplace portals.
- Assist with monitoring components of carrier compliance through review of data and reports as well as carrier websites and marketing materials.
- Gather data and information to support the creation of documents for plan management functions, including QHP and SADP Solicitation and Application.
- Working with the Plan Management, learn to create, develop & publish AHCT standard plan designs along with the Policy team.

- Assist the Plan Management team in determining the impact of regulations on carriers and the AHCT consumer shopping portal and coordination of modifications to system and business processes.
- Research and analyze data, including rates and benefits information available from the system for electronic rate and form filing (SERFF).
- Learn to write summary plan documents and obtain information or run recurring and/or ad hoc management reports as needed.
- Support communication between carriers and Access Health CT through teleconferencing, webinars and other means.
- Understand how electronic data interchange between the Exchange carriers and CMS related to enrollment eligibility and financial transactions affects functionality of the Marketplace.
- Assist with coordination with other AHCT departments to determine scope of potential carrier issues, system or otherwise, such as decertification of carriers and plans.
- Assist with the development of criteria to monitor carrier compliance.
- Work with policy and plan management staff to learn to assess quality improvement measures and regulations required of the carriers to adhere to ACA requirements.
- Shadow Plan Management staff to acquire skills to represent Plan Management team at constituent meetings.
- Work with Plan Management to develop relationships with stakeholders (e.g., consultants, DSS, and CID) to ensure consensus on policy and procedures supported through the Exchange.
- Document policies and procedures in support of plan management functionality.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS or equivalent experience working in the health insurance field
- 1 year administrative or project management experience
- Excellent Microsoft Excel, Word and PowerPoint skills required
- Excellent analytical and organizational skills
- Excellent written, oral, and interpersonal communication skills
- Ability to effectively gather and organize information for responses to questions from groups of managers, customers, and the general public.
- Ability to read, analyze, and interpret information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment: the noise level in the work environment is usually low. Requires ability to work at a fast-pace and meet required deadlines. Presentations to the Board of Directors may be required. Minimal travel.

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