

Senior Clinical Research Coverage & Budget Analyst (Multiple Positions) (Remote)	
Posting Number	req20395
Department	Senior VP Health Sciences
Department Website Link	https://research.uahs.arizona.edu/
Location	To Be Determined
Address	USA
Position Highlights	<p>The University of Arizona Health Sciences (UAHS) Office of Research Administration is looking for a Senior Clinical Research Coverage and Budget Analyst for research administration to manage the financial aspects of clinical trials, ensuring compliance with regulations, and supporting study start-ups working closely with colleagues in a fast-paced environment. A successful candidate is responsible for developing coverage analyses and billing grids for clinical trials, developing and negotiating sponsor budgets, building study calendars in OnCore Enterprise Clinical Trial Management System (CTMS) and will have working knowledge of advance coverage analysis practices including applicable regulations such as Medicare’s National Coverage Decision (NCD) 310.1. They will work closely with faculty, research nurses, study teams, and our medical partner, Banner Health, to provide timely and expert support in the administrative start-up and maintenance of clinical research projects.</p> <p>Candidates working anywhere in the U.S. may be considered for a remote assignment.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here.</p>
Duties & Responsibilities	<ul style="list-style-type: none">• Coordinate clinical trial cost and billing in accordance with guidelines, operational needs, and administrative functions in support of the clinical research programs.• Develop and maintain billing matrices in OnCore to map billable insurance and/or sponsor costs.• Allocate appropriate billing code designations to services and procedures.

- Autonomously develop and negotiate clinical research budgets and payment terms in accordance with institutional guidelines and approved coverage analysis.
- Independently identify and analyze clinical trial protocols and services required by the study and determine billing eligibility according to applicable regulations, conventional care guidelines, institutional standards, and study documents to prepare coverage analysis.
- Work with UAHS study teams and medical partners to facilitate the approval of coverage analysis.
- Regularly audit business practices to ensure alignment and compliance with billing and regulatory requirements.
- Contributes to the development, implementation, and revision of clinical trial billing compliance procedures.
- Maintain final documents and distribute to internal and external stakeholders as required.
- Maintain reports on coverage determinations, review timelines, and financial impact for review by University leadership.
- Provide training to staff, medical partners, and sponsors on Institution's coverage analysis and billing compliance policies.
- Collaborate with faculty, research nurses, study teams, and our medical partner, Banner Health, to provide timely and expert support in the administrative start-up and maintenance of clinical research projects and ensure budgets are in alignment prior to budget finalization.
- Stay informed on disease teams and changes in regulations and guidelines and update internal policies and procedures as appropriate.
- Other duties as assigned.

Knowledge, Skills, and Abilities (KSAs):

- Extensive knowledge of payer coverage rules, conventional care guidelines, and Institutional standards.
- Self-motivated, takes initiative, and a strong ability to multi-task multiple projects.
- Excellent written and verbal communication skills and significant attention to detail.
- Demonstrated ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams to resolve issues with a positive outcome.

	<ul style="list-style-type: none"> • Demonstrated ability to work in a fast paced, dynamic team environment with changing priorities in a manner that is effective and efficient. • Technical and analytical financial skills. • Knowledge of the principles and practices of a clinical trial management system (e.g. OnCore). • Knowledge of UA systems, specifically UAccess Research. • Excellent computer skills in Microsoft Office. • Extensive knowledge of clinical trials financial/budgetary/billing. • Demonstrated knowledge of university and sponsor agency policies and procedures.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through professional level experience required. • Five (5) years of relevant work experience, or equivalent combination of education and work experience.
Preferred Qualifications	<ul style="list-style-type: none"> • Demonstrated experience supporting complex clinical research including development of coverage analysis and budget development. • In-depth experience with Medicare National Coverage decisions and other regulations. • Progressively responsible research administration experience in an academic medical center or community practice. • Experience navigating regulations and conventional care guidelines in the completion of coverage analysis in a variety of conditions/diseases.
FLSA	Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$65,687 - \$85,393
Compensation Type	salary at 1.0 full-time equivalency (FTE)

Grade	9
Compensation Guidance	<p>The Rate of Pay Field represents the University of Arizona’s good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate’s work experience, education/training, key skills, and internal equity.</p> <p>The Grade Range Minimum, Midpoint, and Maximum Fields listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our Applicant Compensation Guide and our Total Rewards Calculator.</p>
Grade Range Minimum	\$65687
Grade Range Midpoint	\$85393
Grade Range Maximum	\$105099
Career Stream and Level	PC3
Job Family	Research Program Admin
Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	3
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Chris Gaul cagaul@arizona.edu
Open Date	8/22/2024
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	<p>The application window is anticipated to close Friday, August 30, 2024.</p> <p>Please note: If invited to interview, please be prepared to provide three (3) professional references.</p>
Diversity Statement	At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive

academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Notice of Availability of the Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an [Annual Security Report \(ASR\)](#) for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures. Paper copies of the Reports can be obtained by contacting the University Compliance Office at cleryact@arizona.edu.