

Job Title: EDI Analyst	Salary Band: 5
Full Time: Yes	Location: Ft. Lauderdale, FL
Department: Operations	Company: PRMI

Job Description

The EDI Analyst reports directly to the Chief Information Officer (CIO) monitoring the accuracy of policy management systems by ensuring compliance with regulatory filings, company guidelines, and operational accuracy.

- Responsible for all monthly EDI reporting and communication/coordination with various departments.
- Utilize current applicable rate tables and insurance department filings to ensure system application and functionality compliance.
- Ensure accurate reporting to NCCI and other bureau reporting.
- Maintain record of company policy and procedure to ensure system compliance.
- Administer current system test plans sufficient to test system functionality to ensure systems compliance with filings and guidelines.
- Provide system reports for Claims, Underwriting and Premium Audit departments that outline information needed to monitor and evaluate department results.
- Responsible for preparation of batch processes and report preparation for renewal processes, monthly audit document preparation and deductible billings for Insurance Company.
- Provide information to other departments through query and the use of macros to support their needs for system data. Cross train with Data Administration Specialist in order to understand how policy and claim data is used for reporting purposes.
- Cross train and be able to perform critical backup functions for Business Analysts.
- Establish and deliver reports showing the information required to audit quality, accuracy and timeliness.
- Other duties as assigned by CIO.

(continued)

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work with multiple projects and large volumes of data with attention to detail.
- Strong interpersonal skills and ability to work with other user departments across all levels of the company.
- Excellent written and verbal communication skills.
- Demonstrated organizational skills and ability to work under deadline pressure is essential.
- Ability to grasp new projects and concepts in a short time span.

Education/Experience: Bachelor's degree (B.A.) from four-year college or university; five plus years experience with worker's compensation property & casualty related experience preferred.

Computer Skills: Individual should be highly proficient with Microsoft applications including Word and Excel. Knowledge of AS 400 database report creation, query and macros preferred but not required.