

Academic Operations Analyst III

Our Lady of the Lake
Regional Medical Center
Academic Affairs

AS OF: DEC 2023



The purpose of this presentation is to familiarize interested parties with the role and responsibilities of the Academic Operations Analyst III position.



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Introduction to the Role

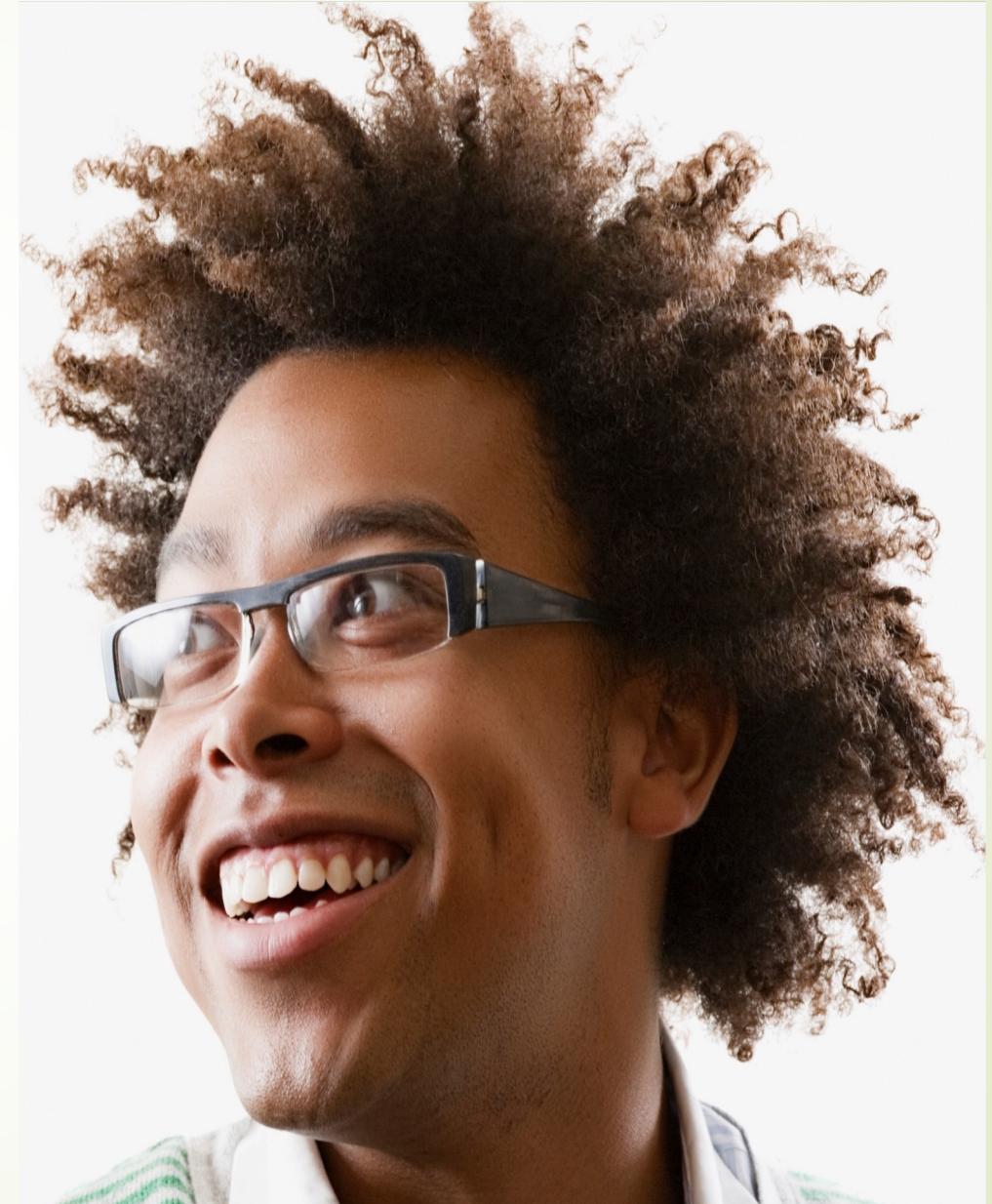
This role provides financial and operational support to graduate medical program activities at OLOL Health, as a member of the Academic Affairs department.

In this role, general responsibilities would include processing payments for invoices and physician contracts, monitoring budgets for GME cost centers, managing affiliation agreements, creating/streamlining processes and procedures, and collaborating with a vast network of individuals and programs to provide the best academic experience Our Lady of the Lake can offer.

Responsibilities

- Process/track PAVs and invoices for residency programs
- Use CLM to ensure contracts attached to PAVs have not expired and YTD payments to physicians have not exceeded contract maximums
- Track, research, initiate, and amend affiliation agreements with external colleges/universities
- Complete the monthly rotation schedule for Team Link
- Create and process purchase requisitions for departmental supplies
- Use EPSI to monitor and communicate budgets for Academic Affairs and residency programs
- Track P-card spending and ensure receipts are logged for reconciliation
- Gather and compile EPIC patient appointment data and follow the appropriate steps to create Tableau reports
- Assisting Medical Education Coordinators in closing “Open Processes” for residents and students in MSOW

**Note: This is not an exhaustive list of responsibilities as projects for departmental or program improvement will be assigned as needed.*





Monthly Task Schedule

Subject	Action	Due
Time & Effort	Send Reminder Email to LPG Leaders	1st Monday of Month
Time & Effort	Send Delinquent List to Leaders	10th
Psych Faculty Timesheets	Receive/ Send to OLOL_Invoice	10th
Dr. #1 Timesheet	Receive/ Send to SM_Finance	10th
Dr. #2 Timesheet	Receive/ Send to SM_Finance	10th
Oracle	Request for Purchasing	As Needed/Requested
Staples	Request for Purchasing	As Needed/Requested
Maxwell's	Receive/ Send to AP	Upon Receipt/Once a Month
Bistro Byronz	Receive/ Send to AP	Upon Receipt/Once a Month
Bistro Byronz	Receive/ Send to AP	Upon Receipt/Once a Month
Badge Supplies	Request for Purchasing	As Needed/Requested
Badge Fee (Misc. Income)	Deposit Misc. Income	Quarterly*
PEDs GME Invoices	Receive/Send to SM_Finance	As they arrive
PEDs PAC Data Reports	Compile Patient Data and email Tableau Reports	10th



Reviewing Access

Below is a list of physical, application-based, and role-based access included as AOA-3:

- Keys
- Microsoft Office Apps
- GlobalProtect
- MSOW
- EPSI
- Tableau
- New Innovations (@Peds department for access)
- Amion (for Peds Monthly Rotation Schedule)
- T Drive Data Folders
- CLM – Roles
- Oracle – Roles

Contacts

Contact Group	Contact Information
Pediatric Intensivists (PICU or PI)	someone@example.com
Pediatric Hospitalist- Dr. #3 and Dr. #4	someone@example.com
Magnolia Peds (Dr. #5)	someone@example.com
Baton Rouge Clinic AMC - Neuro (Dr. #6)	someone@example.com
Baton Rouge Clinic AMC - GME	someone@example.com
Pediatrix (Dr. #7)	someone@example.com
Pediatric Cardiology Associates (Dr. #8)	someone@example.com
Accounts Payable	someone@example.com
Submitting PAVs for PEDS GME timesheets	someone@example.com
Bistro Byronz	someone@example.com

***** Note:** These are also key contacts to reach out to upon transitioning into the role, ensuring invoices will be sent to you in the future.





Welcome!

Welcome to the team
and best wishes in your
role as Academic
Operations Analyst III
here at Our Lady of the
Lake Regional Medical
Center.