COMMUNITY HEALTH ALLIANCE

Job Description

Healthcare Data Analyst

Supervisor: Chief Information Officer (CIO)

JOB DESCRIPTION: Healthcare Data Analyst

PRIMARY FUNCTION: The Community Health Alliance (CHA) Healthcare Data Analyst researches and analyzes clinical and claims data for CHA to identify, understand and compare best and current practices and trends in areas such as:

- Population health management strategies and efforts.
- Outlying costs in order to identify apply and adopt practices of high performing organizations.
- Quality Improvement data measures.

The analyst will present data, findings and recommendations to leadership, medical and dental directors and identified committees (e.g., QI) in order to support desired changes, outcomes and goals. The analyst will research the effectiveness and use of models and/or tools that can reliable predict, identify or segment high-risk, high-utilization practices, patients and populations.

ESSENTIAL JOB RESPONSIBILITIES

- Identify research, gather and analyze data from multiple internal and external sources in order to compare, contrast and synthesize information.
- Assists with identifying statistically significant patterns and trends.
- Prepares and presents reports and recommendations for the leadership team.
- Collaborates with clinicians, finance and other departments and identified external partners as necessary and appropriate.
- Assume leadership in identifying, assessing and refining tools, systems, databases and data elements needed for completing thorough analysis of clinical and claims data.
- Design and maintain regular dashboards on quality, financial information outcomes, population health management measures, and other metrics.
- Accountable for formulating and executing operational plans to support the retrieval and analysis of clinical data.
- Ensure HIPAA Security compliance by managing the data requirements and reporting needs.
- Assist Executive Management with additional duties related to electronic health records, data support and analysis, and HIPAA security requirements not otherwise covered in the job description.
RELATIONSHIPS:

Internal: Maintain close contact with CHA’s Chief Medical Officer, Chief Dental Officer, Chief Financial Officer, Chief Operations Officer and Chief Information Officer. Regularly consult with other executive staff and program directors to exchange ideas and information. Reports directly to and works closely with CHA’s CIO and as assigned to other members of the CHA staff, board and committees.

External: Maintain contact with health care data entities, health care payers, health care data leaders in academia and the private sector and others that further our goals for health care data analysis and quality improvement.

SKILLS/KNOWLEDGE REQUIRED:

EDUCATION AND EXPERIENCE:

Bachelors Degree in life sciences, computer science or a health related field. Masters Degree in Public Health specializing in biostatistics or epidemiology preferred. Two years of progressive work experience in a related field preferred. Recent graduates with similar experience gained through successful completion of internships also acceptable. Experience with SQL Queries as well as the needed background in the specific terminology for healthcare. Also needs a firm understanding of relational databases.

OTHER REQUIRED SKILLS:

- Skills in critical thinking as well as excellent verbal and written communication skills.
- Ability to work as a part of a project team in order to assist with data analytics needs.
- Ability to time management and complete multiple projects on time.
- Good problem solving skills.
- Ability to use analytical and other industry-specific software as necessary.
- Strong project management, administrative and organizational skills.

BENEFITS:

- Fourteen (14) Days of Paid Time Off in first year
- Seven (7) Paid Holidays
- 3 Float Holidays
- Medical, Dental, and Vision Insurance for the Employee, 90% Employer paid
- Tax Deferred Annuities 403k plan no employer match
- Defined Contribution Plan for retirement (6% of annual salary) employer paid – no employee match required
- Employee Assistance Program
- Voluntary Guardian products available for purchase by employee on a pre-tax basis (i.e, short-term disability)
- $500 annual education benefit for continuing education
Job Standard 1: Confidentiality

I. Requires expeditious and accurate completion of projects assigned to allow the successful completion of individual and corporate goals

II. Follow-through and follow-up with time-sensitive information as required for marketing campaigns, events, meetings, and Board of Directors reports

III. Maintain confidentiality of information in accordance with HIPPA and Community Health Alliance (CHA) corporate policy.

IV. Communicate with immediate supervisor as to progress and/or issues impeding progress for successful completion of any assigned project

Job Standard 2: Supports the culture of CHA

I. Works with minimal supervision as a team member in a self-directed environment, adhering to the mission and values of CHA

II. Attends required department and organization staff meetings in order to be an informed employee

III. Meets deadlines related to projects, regulatory and organizational policies and practices and as directed by immediate supervisor

IV. Represents CHA in a positive, professional manner effectively communicating the mission and values of CHA to both internal staff and external clients

V. Willingness to learn new skills and continuously improve processes as needed or required

Work Performance Standards Agreement

Position: Data Analyst - Healthcare

The preceding functions have been provided as examples of the type of work performed by employees assigned to this job position. Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodations as needed.

I understand that if I have any questions regarding any part of this position that I can ask my immediate supervisor or the Human Resources Director.

I acknowledge that I have reviewed a copy of the job description and work performance standards as stated herein for the position of Healthcare Data Analyst.

I acknowledge that I able to perform all the duties specified above.

Employee Signature ___________________________ Date ___________