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| C:\Users\tim.young\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\40D47DFC.tmp  **MISSION**  *To provide affordable quality health care for our community.* | **JOB DESCRIPTION**  **POSITION: Data Analyst**  Reports to: Quality Manager  Revised: June 2020  Department: Quality  FLSA: Non-Exempt |

**Job Purpose:**

The Data Analyst is responsible to provide analytic and project management support to quality and safety initiatives throughout the organization. The Data Analyst will produce and maintain highly visible quality and performance reports and scorecards and will provide data support for implementation of key quality improvement initiatives. The position requires strong analytic and organizational skills, initiative, ability to work independently, and a willingness to help develop a robust quality reporting infrastructure.

**Essential Job Functions including, but not limited to:**

1. **Satisfies Core Competencies**

Accepts responsibility for ensuring that performance meets the standards of the professional, ethical and relevant legislated requirements

1. **Data Management**

* Conduct assessments, audits, and data analysis related to healthcare quality program performance.
* Regularly analyze results and provide formal and informal reports of data and information findings, including recommendations for improvement.
* Develops reports to enable monitoring monthly and annual performance in relation to national and regional benchmarks.
* Performs monthly, rate, impact, and trending analyses. Conducts evaluation studies and causation analyses to determine the effectiveness of interventions and initiatives directed to patients and/or providers.
* Provides advanced analytical and technical support for the design, development and maintenance of quality improvement initiatives.
* Assists in the production of provider report cards and reports of gaps in care, as well as detailed analyses of specific measures
* Communicates effectively through written reports, graphical representations, and oral presentations to internal and external stakeholders.
* Provides education and training to departments regarding concepts, analyses, and analytic tools
* Serves as a resource point for all programs and special projects as it relates to data requests, data quality/tracking and compliance issues.
* Coordinates and/or performs audits in the electronic systems including the Electronic Health Record (EHR); based on review, develops and implements additional required documentation adjustments.
* Coordinates the implementation, maintenance and development of a departmental

information system and performs detailed data analysis and database programming as

necessary.

* Works with EHR trainers to ensure data integrity.
* Filters, cleans data and validates reports by reviewing reports and performance indicators to locate and correct reporting problems
* Extracts and analyzes data to support the organization’s decision-making processes
* Coordinates with staff and leadership regarding data reporting, including data pulls from queries specific to annual reporting and program requirements including but not limited to UDS, MU, PCMH and FTCA
* Assist with the maintenance and further development of outcomes data tracking system, including data collection, manipulation, analysis, and reporting.
* Effectively communicate findings and recommendations of analysis and evaluations.
* Collaborates with the leadership team as needed to ensure accuracy, integrity, validity,

reliability and consistency in report preparation.

1. **Other Duties**
   * Adhere to departmental policies, procedures and objectives
   * Participates in ongoing quality improvement objectives
   * Maintain patient confidentiality and comply with all federal and state health information privacy laws.

**Required Education:**

* Bachelor's degree in field such as Economics, Statistics, Nursing, Biostatistics, Epidemiology, Healthcare Administration or related field.

**Skills, Licensure and Knowledge Requirements:**

* Minimum one year of experience in the healthcare industry with demonstrated proficiency with quantitative analysis of clinical data.
* Previous project management preferred
* Solid analytical and problem-solving skills/basic skills in statistical analysis
* Advanced skills with Microsoft applications which may include Outlook, Word, and Excel, PowerPoint or Access and other web-based applications.
* Proficient in the use of SAS preferred
* Ability to query systems, abstract data, and clearly summarize and present data

**Physical Demands:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach
* Specific vision abilities required include close vision requirements due to computer work
* Light to moderate lifting is required

**Work Environment:**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
* Ability to work in a confined area.
* Ability to sit at a computer terminal for an extended period of time**.**

**Travel or Special Requirements:**

Driving during the workday as well as local or out of state travel may be required to perform job duties.

This job description includes the major duties and responsibilities of the job. I understand that it is not inclusive of every task inherent of the job. In addition, I understand that it may occasionally require assignment of tasks not specifically covered in this job description. I understand that I will comply with reasonable requests from my supervisor.

I read and understand the requirements to fulfill the responsibilities associated with this job description.

I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

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Employee Name Employee Signature Date