

HEALTH DATA ANALYST I

DIVISION

Client Services

REPORTS TO

Director of Client Services

DESCRIPTIVE SUMMARY

The Health Data Analyst I position plays an analytic support role in investigating, understanding, and addressing data issues that arise in delivering data integration and analytic services for internal and external customers. The position is responsible for: performing in-depth and ad-hoc analyses and routine quality assurance activities; serving as a resource to project managers, helping with the translation of customer needs into project requirements; and supporting process improvement efforts to address root cause and/or efficiency issues.

RESPONSIBILITIES

- **Requirements Development** — As part of a project kick-off, meets with project manager, programmers, analysts, and others to gather and refine requirements before development work begins. Ensures there is sufficient specificity in scope of work and requirements. Specifics:
 - Assists subject matter experts in development of requirements
 - Designs and develops mock-ups of deliverables as part of requirements gathering
 - Interfaces with programmers and analysts during development phase to ensure that the end product meets customer needs
- **Quality Assurance** — Provides a broad set of quality assurance analytical services. Specifics:
 - Responds to ad-hoc queries / data analyses as requested by internal and external stakeholders
 - Works in data quality investigation role, independently using SAS/SQL to investigate unusual findings in analyses and reports.
 - Explores source data files, ETL and report source code, reference tables, and groupers; identifies causes of unusual findings.
 - Works collaboratively with other Onpoint staff in the investigation and assists in making recommendation for solutions.
 - Involved in all aspects of data quality assurance through the entire Claims Data Manager (CDM) system from data intake through extract as well as other client deliverables
 - For major software development projects, assists with the execution of testing plans
 - Ensures continuous quality improvement in maintaining and updating reference tables, recommending additions/revisions to data quality edits, and other QA activities
- **Process Improvement** — Supports organization-wide process improvement initiatives focused on improved data quality and workflow efficiency.
- **Analysis and Reporting** — Assists with limited-scope, ad-hoc reporting requests
 - Assists with development of specifications with input from customers and/or subject matter experts

- Interprets, analyzes, and presents health data in an accurate, efficient and thoughtful manner
- **General** – Responsibilities include:
 - Organizes and prioritizes assigned projects
 - Develops expertise in client data collection rules
 - As a member of a broader team, takes on and performs duties beyond specific role as assigned

SUPERVISORY RESPONSIBILITY

None

QUALIFICATIONS

- Relevant experience in health care data and analysis, health information technology, relational databases, or data mining
- Bachelor's degree in health administration, information systems, or equivalent experience
- Experience with relational databases and knowledge of query tools
- Ability to analyze healthcare data, preferably claims and other administrative data, understand issues and problems, relate them to customers' needs, and propose appropriate solutions
- Technical knowledge of health care data preferred
- Proficiency utilizing Excel to work with and analyze data sets.
- Excellent verbal and written communication skills
- Experience handling multiple projects while successfully meeting deliverable due dates
- Experience working collaboratively as well as independently within multidisciplinary teams

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Approved by: J. Bourgault, Director of Client Services
J. Harrison, President/CEO