



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Health Care Data Analyst
Reports To: Director of Data Operations & Analytics
Job Classification: Exempt, Full-time

JOB DESCRIPTION:

CIVHC is an independent healthcare information services organization seeking a Health Care Data Analyst. The Analyst is responsible for transforming data into analytic insights through reports and other information products to inform decisions for clients. The ideal candidate will have at least three years of direct experience working with healthcare claims data to generate measures of quality, cost and utilization of care. The Analyst should be comfortable working with large relational databases using tools such as SAS, and be able to create reports and dashboards using Tableau or other reporting tools. Curiosity and willingness to explore the data to develop new and innovative reports, analyses and other information products are a must to be successful in this role.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Conduct health care performance measurement and analysis utilizing data management and statistical analysis tools.
- Interpret data and analytic results to produce actionable conclusions.
- Work closely with customers, both internal and external, to identify and prioritize business needs.
- Provide accurate and actionable reporting by utilizing multiple techniques to analyze a large and multi-dimensional health care data set.

Experience and Key Responsibilities:

Summary of Experience:

- Experience working in a hospital or managed care environment with a focus on decision support and measurement and analysis of quality, cost and utilization of care.
- Experience analyzing commercial, Medicare and/or Medicaid medical and prescription drug health claims. Advanced knowledge of industry coding (revenue codes, ICD classifications, CPT codes, etc.).
- Expertise in SAS for data management and analysis. Experience with SQL programming/analysis and Tableau. Advanced skills in a Microsoft Excel.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Mathematics, Statistics, Economics or recognized field which is directly related to the duties of the position. Master's degree in public health or health services research a plus.
- Knowledge and experience in the delivery of health care needed to perform the duties of the position.
- Experience producing, analyzing and interpreting measures of quality and cost of care. Experience using claims data.

- Experience analyzing and interpreting data to identify opportunities to improve cost and quality of care. Also in analyzing data to assess variation in performance and identify root causes of performance problems.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Knowledge of statistics and experience using statistical packages to analyze large datasets
- Strong knowledge of and experience with database design and reporting
- Adept at queries, report writing and presenting findings

Qualifications:

- Bachelor's degree in Mathematics, Statistics, Economics or related field. Master's degree in related field a plus.
- 3+ years of relevant employment experience in a health care setting
- Demonstrated experience in defining, producing and analyzing health care quality and cost measures.
- Advanced SAS data management and analytic capabilities and demonstrated ability to write and interpret complex queries
- Intermediate SQL and Tableau experience
- Demonstrated ability to design complex data visualizations
- Demonstrated experience interpreting data models, data dictionaries and queries
- Excellent data analysis skills with strong problem solving ability
- Ability to convey complex concepts to end users in terms relevant to the business; strong verbal and written communication skills
- Strong prioritization and time management skills
- Creative, tenacious and diligent. Attention to detail.

PHYSICAL REQUIREMENTS:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings and appointments

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview. CIVHC is an Equal Opportunity Employer.