



Center for Improving Value in Health Care (CIVHC)

JOB DESCRIPTION

| | |
|----------------------------|-------------------------------------|
| Position Title: | Data Quality Analyst (Level III-IV) |
| Reports To: | Manager of Data Quality |
| Job Classification: | Exempt, Full-time |
| Salary: | \$69,000-\$94,000 |

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

The Analyst will assess the quality of data submitted by healthcare payers and will test the quality of data after it has been processed, enhanced and loaded into the CO APCD. This position supports the Data Quality team in identifying best practices to ensure claims data in the CO APCD is complete, accurate, well-documented, and capable of satisfying a variety of existing and innovative use cases. The Data Quality Analyst helps identify opportunities to develop new data management and analytics capabilities to better serve CIVHC stakeholders.

Success in this role will be measured according to the quality, completeness, and usability of CIVHC administered data.

Preferred Qualifications:

- Master's degree in healthcare informatics, data science, computer science, or other related field. Eight years of claims data analysis experience will be considered in lieu of a degree.
- 5+ years experience working in a health plan or managed care environment with a focus on quality of claims, member and provider data; decision support or performance measurement.
- 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.).
- Experience working with big data in an enterprise data warehouse environment.
- Advanced SQL programming ability. Expertise in SAS and other statistical tools is a plus.
- Ability to work effectively with data users to investigate and resolve data quality concerns.
- In-depth knowledge of claim billing and processing.
- Excellent data analysis skills with strong problem-solving ability.
- Must be a critical thinker who can successfully troubleshoot and solve problems.
- Demonstrated ability to successfully communicate complex issues to non-technical audiences.
- Project scoping and planning.
- Experience using data to generate measures of quality, cost and utilization of care.
- Development, application, and documentation of data management methods.



- Data scrubbing and validation.
- Ability to communicate clearly about complex data topics, verbally and in writing.
- Exceptional attention to detail
- A sense of curiosity and enthusiasm are essential to this role.

Primary Duties and Responsibilities:

- Design and implement data quality assurance and quality control procedures for the CO APCD.
- Analyze the impact of data quality problems and communicate findings to CIVHC report writers and CO APCD users.
- Test and analyze CO APCD business rules and procedures for processing and enhancing payer-submitted data and make recommendations for improvement.
- Develop and maintain CO APCD data quality documentation and data dictionary.
- Interact and engage with clients, stakeholders and the CO APCD data vendor to review and prioritize data quality initiatives.
- Work in collaboration with the Data Quality team and other CIVHC team members.

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

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.