

Job Description: Healthcare Data Analyst

POSITION SUMMARY

The successful candidate will be highly analytical and skilled in healthcare administration as well as business management. Candidate will provide oversight of physician data management and analytics and understand the business needs of a medical practice and how to use data to achieve those needs. Ideal candidate is a diligent problem solver who utilizes data in creative ways to reach business goals. Responsible for extracting, compiling, organizing and managing large and varied sets of healthcare data, analyzing data to assist in delivering optimal healthcare management and communicating their findings through use of data visualization and detailed reports. Excellent oral and written communication skills are essential. Strong critical thinking, problem solving and attentiveness to detail required. Ability to demonstrate responsibility and dependability when completing assignments; plan and organize work according to established priorities and complete assignments accurately within established time frames. Demonstrates professionalism, cooperation, courtesy and consideration when working effectively with varied people.

JOB FUNCTIONS

1. Extract, compile and organize healthcare data.
2. Analyze data to assist in delivering optimal healthcare management and decision making.
3. Using healthcare data to achieve administrative needs and goals.
4. Understanding data storage and data sharing methods.
5. Investigating data to find patterns and trends.
6. Understanding healthcare business operations.
7. Utilizing different data sources for analyses (e.g. cost, claims or clinical data)
8. Converting raw data into usable information that is easy to understand.
9. Developing reports and presentations.
10. Communicating analytic insights to management.
11. Identify process improvement opportunities to improve data relevance.

MINIMUM REQUIREMENTS

Bachelors Degree in Health Informatics, Statistics, Mathematics, Healthcare Administration or Business related or equivalent field preferred
Two or more years of related experience in an analytic role
Knowledge of data management applications
Proficiency with Access database and Excel spreadsheet applications
Knowledge and experience with EPIC EMR system software and EPIC reporting capabilities such as SlicerDicer, etc. desired
Ability to write, speak and interact clearly and professionally
Extremely organized. Strong multi-tasking and time-management skills
Can handle sensitive information with the highest degree of integrity and confidentiality