Health Care Data Analyst

Overview:

This role requires data management and fielding oversight for surveys conducted via multiple modes including, telephone, fax, mail, and online. This position is responsible for data analysis and the development of reports to support new and existing projects for QMetrics internal and external customers. The incumbent will take an independent, creative, insightful approach to providing accurate and reliable data and reports. Data sources for the analyses include internal databases as well as customer, and third-party data. The successful candidate will have a track record of competency using database tools, statistical tools, and techniques. The candidate should be comfortable creating and generating reports & analyses to meet project objectives.

Qualifications:

Education/Certification:
- BA/BS or higher in a related field (mathematics/statistics/data science, public health, epidemiology, etc.)
- Equivalent combination of education and/or work experience may be substituted.

Required Years of Relevant Work Experience
- 2+ years of data analysis, data management and quality control, report creation and/or other relevant work experience
- Prior work experience in healthcare data analysis strongly preferred

Specialized Knowledge, Skills and Abilities:
- Knowledge of healthcare delivery systems and health care provider data
- 2+ years of experience and skill using Microsoft Office 365
- 2+ years of experience including data cleaning, reporting, and analysis
- Exceptional interpersonal and problem-solving skills
- Excellent oral and written communications skills
- Ability to translate data into meaningful information in report or presentation formats
- Ability to organize and coordinate multiple simultaneous tasks in a team environment
- Be able to work with minimal supervision
- Strong attention to detail

Preferred:
- Statistical knowledge
- SAS or similar statistical programming language experience
- Analytical report development experience
- Experience with telephonic/online/ fax survey methods.
- Expertise with manipulating and analyzing large datasets
- Familiarity with managed care data and quality reporting & analysis such as HEDIS™, quality of care studies, and/or risk adjustment payment models

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Typical Job Accountabilities:

- Clean, validate, and analyze data for use in reporting and survey research
- Perform data management, including sorting, filtering, and sub-setting data
- Day-to-day data management of multi-mode survey projects
- Develop regularly scheduled and customized progress reports in collaboration with internal stakeholders
- Perform quality control and validation of the data sets and reports including resolution of discrepancies working in collaboration with the project team on finalization of outcomes and design of reports
- Interact with project teams on matters affecting data flow and make recommendations for improvement to ensure quality standards are met in data entry, collection, storage, and retrieval
- Analyze and interpret project and survey data to develop recommendations and conclusions to be used in reports
- Create effective visualizations of project and survey data to support report recommendations and conclusions
- Analyze survey data and prepare insightful reports detailing the surveys and their findings