



Health Care Report Writer, Surveys

This role requires 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, informative, and reliable reports. Data sources for the reports include internal databases as well as customer, and third-party data. The successful candidate will have a track record of competency in analysis, knowledge of health plan/provider organization data, and analyzing, interpreting, and reporting health care focused surveys.

Qualifications:

Education/Certification:

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

Required Relevant Work Experience

- 2+ years of data analysis, survey research, report creation and/or other relevant work experience.
- Prior work experience in healthcare & survey data analysis strongly preferred.

Specialized Knowledge, Skills, and Abilities:

- Knowledge of healthcare delivery systems and health care provider data.
- 2+ years of report writing experience including data interpretation, editing, proofreading.
- 2+ years of survey experience including reporting, and data analysis.
- 2+ years of experience and skill using Microsoft Office 365.
- Familiarity with basic statistical principals.
- Exceptional interpersonal and problem-solving skills.
- Excellent oral and written communications skills.
- Strong familiarity with healthcare industry-specific data, including health outcomes, quality metrics, patient satisfaction surveys, and performance benchmarks.
- Ability to translate data into meaningful information in report or presentation formats.
- Ability to communicate complex data and findings to non-technical stakeholders in a clear, concise, and engaging manner.
- Ability to manage workload effectively to meet competing deadlines.
- Ability to organize and coordinate multiple simultaneous tasks in a team environment.
- Be able to work with minimal supervision.
- Strong attention to detail, especially in writing and proofreading.

Preferred:

- Data visualization experience.
- Experience with CA DMHC TAR requirements.
- Experience as a technical report writer.



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Typical Job Accountabilities:

- Prepare, review, and edit product reports, executive summaries, and synopses of findings based on year over year data analysis for internal and external customers.
- Review documentation from a variety of sources to identify ongoing trends.
- Ensure consistency of company branding policies and standardization of reports.
- 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 the reports.
- Analyze survey data and prepare insightful reports detailing surveys, findings, Conclusions and recommendations.
- Create effective visualizations of project and survey data to support report recommendations and conclusions.
- 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.
- Produce all deliverables based on competing internal and external deadlines.

Position Type	Contract, Remote	Requirements	N/A
Reports To	Chief Health Economist	Start Date	12/02/2024
Create Date	11/26/2024	Revision Date	11/26/2024
Approved By	Jim Dalen	Approved Date	11/26/2024