Data Analyst

General Job Description

The Data Analyst contributes to the CHCA team by engaging health center staff in continuous quality improvement using relevant data reports and comparisons to strengthen patient care.

The primary responsibilities of the Data Analyst are the management and coordination of performance data collection, feedback, and reporting for all quality initiatives to support Community Health Centers of Arkansas (CHCA). The Data Analyst engages members through relevant data reports and comparisons. Further responsibilities of this position are providing direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions under the CHCA quality initiatives, including all grants and contracts.

Data Analyst is expected to conduct data mining, analyze, and interpret data to link organizational needs and objectives for assigned tasks. This is coupled with working as a team member on selected projects to a successful conclusion and providing support on organizational data analytics needs.

Data Analyst will build and enable tools that help the organization translate reporting and insights into action at scale. Also develop analysis and reporting capabilities, and continuously monitor performance and quality control plans to identify improvements. This requires working both collaboratively and independently.
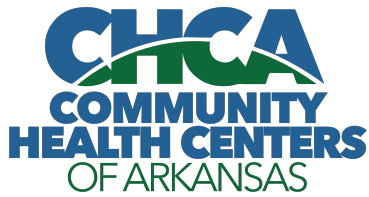
SUPERVISED BY: Chief Quality and Informatics Officer

SUPERVISORY RESPONSIBILITIES:
  • None

RESPONSIBILITIES (include but are not limited to):
  • Perform as the in-house expert on IT/Data Analytic and reporting platforms used (i.e., i2iTracks, Prizim, Tableau or others); conduct data aggregation, analysis and reporting data systems.
  • Serve as the liaison for data collection and reporting between the CHCA and members/participants assuring timely and accurate submission of data.
  • Develop and manage CHCA data collection systems for multiple performance measures to meet the deliverables on all grants/contracts for the CHCA.
  • Work with the Clinical team in developing data collection tools for new initiatives and train health center participants on changes in data collection and reporting.
  • Visit a health center each quarter to understand their internal and external reporting needs. Visits should also be used to provide training and technical assistance on the data tools, mapping, generating reports, and searches.
  • Maintain knowledge of the Uniform Data Set (UDS), provide TA to health centers, and provide support during the UDS reporting period.

- Identify and maintain knowledge of state and national benchmark databases including Healthcare Effectiveness Data and Information Set (HEDIS), Healthy People 2030, and other relevant health data bases used by health centers.
- Monitor progress and on work plans goals and activities and complete documentation.
- Assist with preparations for site visits and other grant reporting requirements.
- Participate in developing reports for all CHCA grants and contracts by providing the data and written narrative needed for reporting on output and outcome objectives being monitored/evaluated.
- Participate in developing reports and/or manuscripts for dissemination and publication.
- Perform other duties as assigned.
- Support health center teams with translation of data into operational workflows and clinical practice.
- Work with CHCA team to identify and produce data reports needed for program work.
- Participate in developing reports for all CHCA grants and contracts by providing the data and written narrative needed on output and outcome objectives being monitored/evaluated.
- Visit health center member(s) quarterly to ensure understanding of internal and external data, performance indicators and reporting needs.
- Complete CHCA-related forms and activities such as timesheets/activity reporting, leave requests, and travel forms, including travel authorizations, expense reports and documentation within the timeframes set in CHCA procedures.
- Participate in developing reports and/or manuscripts for dissemination and publication.

Qualifications
- Bachelor's Degree in Data Analytics/Informatics, Health Information Technology, Computer Science, Statistics, or related field
- At least 3-years' experience and aptitude in the following:
  - Health care clinical quality improvement or outcome measurements, preferably in primary care.
  - Quantitative and qualitative data analysis.
  - Data models, database design development, data mining and segmentation techniques

Preferred
Experience in information technology (IT) and managing organizational information technology (IT) infrastructure, Experience serving as oversight in coordination with outside IT company and assisting with the direction and coordination of projects as it relates to IT management.

Advantage:
Experience in using data aggregation/reporting platforms for population health management (i.e., i2i Tracks, Prizim, Tableau, etc.).

Salary Range: $70-$75K

ADA/EOE