

Health Care Data Analyst

Integrated Health Partners (IHP) of Southern California is seeking a Health Care Data Analyst that will be responsible for the preparation and accurate and timely delivery of reports and ad hoc data requests/extracts to various internal and external stakeholders within IHP's clinically integrated network of community health centers. The Health Care Data Analyst will assist with the development, implementation, and maintenance of good and accurate data stewardship from user inputs to reporting outputs, including the maintenance of databases used to house curated data sets, such as US Census, public health surveillance, EHR, HIE, and health plan data. This position is accountable for the documentation of the flow of data from any given data set to its final output format in accordance with policies set forth by network-level governance bodies. The Health Care Data Analyst educates and provides technical support as needed or requested within the scope of specific assigned responsibilities. Supports the VP of Clinical Transformation and Health Informatics and the IHP Informatics team. This position actively supports the mission and vision of Health Center Partners of Southern California and its subsidiaries helping to develop high performing practices that will thrive in an environment changing from volume to value.

JOB FUNCTIONS

Essential job duties:

1. Ability to extract data using a variety of commercially available tools including MS Excel, SQL Server Management Studio (SMSS), and utilize data visualization tools such as Tableau, Power BI, etc.
2. Develops, organizes, coalesces and maintains data from multiple data sources to effectively serve as an organizational expert on the health and availability of these data.
3. Demonstrates a curiosity and drive for identifying the most efficient and accurate reporting solutions for dashboards and ad hoc data requests.
4. Develops and maintains quality control standards and data reconciliation techniques for internal and external reporting.
5. Ability to create and maintain documentation relating to master data management including report specifications and data dictionaries. Documents the methodologies used to develop reporting outputs, including demonstrating the flow of data to supervisors for review purposes.
6. Assists in creating graphs and charts for presentations to internal and external stakeholders.
7. Possesses clear understanding of health center quality measure specifications, including HEDIS and UDS.
8. Adheres to reporting deadlines for assigned reports.

QUALIFICATIONS

Required Experience:

1. Must have proven problem solving and critical thinking skills.
2. Experience in writing SQL statements or using a graphical user interface tool that writes SQL statements.
3. Intermediate-level knowledge of Microsoft Office Suite including Excel, Word, etc.

Required Education:

Bachelor's degree in a related field of study (e.g. Public Health, Health Care Administration, Business, Statistics or Actuarial Sciences) and two years of health care analytical experience (including experience with national quality program measure sets such as HEDIS, UDS, etc.)

Preferred skills:

- Knowledge of large data concepts, practices and terminology.
- Proven aptitude for learning and using data analysis reporting tools such as Tableau, Power BI, or other business intelligence tools.
- Previous experience with integrating various open source data sets such as ACS, BRFSS, NHANES into existing datasets.
- Intermediate programming skills in SQL, including the ability to produce and document queries and manage data bases within SSMS environment.
- Ability to learn quickly and work in an adaptive, team-oriented environment.
- Intermediate to advanced computer skills including MS Office with demonstrated skills in Excel, including the ability to create, manipulate and formulate spreadsheets, tables, charts and graphs utilizing VLOOKUP functions.
- Previous experience with open sourced software such as R or Python, and an understanding of how to automate various data processes to generate reports and data products.