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## JOB DESCRIPTION

JOB TITLE:	Jr. Healthcare Data Analyst			COMPANY:	IHP
REPORTS TO:	Director of Population Health IT and Analytics				
DIRECT REPORTS:	N/A				
STATUS:	Non-Exempt	FULL TIME	WORK COMP CLASS:	8810	
OUTSIDE TRAVEL:	25%	SCHEDULE:	WORK CONDITIONS:	Remote/Home Office	
		7-7/M-F			
This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.					

## JOB SUMMARY

Integrated Health Partners (IHP) of Southern California is seeking a Junior Health Care Data Analyst who will be responsible for supporting the timely delivery of reports and data extracts to various internal and external stakeholders within IHP's clinically integrated network of community health centers. The Junior Health Care Data Analyst will assist with the development, implementation, and maintenance of accurate data stewardship from user inputs to reporting outputs, including the maintenance of databases used to house curated data sets, such as EHR, HIE, and health plan data. This position is accountable for the documentation of the flow of data from any given dataset to its final output format in accordance with policies set forth by network-level governance bodies. The Junior Health Care Data Analyst provides quality assurance for data sets and technical support as needed within the scope of specific assigned responsibilities. This position supports the VP of Population Health Management 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.

## ESSENTIAL JOB FUNCTIONS

- Monitors data acquisition/transfers and ensures data is housed and encrypted in accordance with all regulatory requirements across multiple external systems, vendors, and 3rd party entities. Performs necessary quality assurance activities for data sets, including assessment of data completeness, accuracy, and stability.
- Extracts data and assesses its quality using a variety of commercially available tools.

- Uses healthcare data technologies (EHR, population health platforms, etc.) and data capture workflows to assist with data validation efforts (clinical, quality, administrative data)
- Develops and maintains quality control standards and data reconciliation techniques for internal and external reporting.
- Creates and maintains documentation relating to master data management, including report specifications, data dictionaries, and data auditing processes. Documents the methodologies used to develop reporting outputs, including demonstrating the flow of data to supervisors for review purposes.
- Demonstrates a curiosity and drive for process improvement identifying the most efficient and accurate reporting solutions and data cleaning and maintenance for dashboards and ad hoc data requests.
- Works remotely daily with access to a secure space for work equipment, reliable internet connectivity, and works both autonomously and collaborate virtually to adhere to all reporting deadlines and work-related deliverables. Attends in-person staff meetings, as required by IHP staffing requirements.

## **QUALIFICATIONS**

### **Skills**

- Knowledge of large data concepts, practices, and terminology, including health plan claims data. Experience with National quality program measure sets such as HEDIS, UDS, etc.
- Previous experience with researching and integrating relevant open-source data sets such as ACS, BRFSS, NHANES into existing datasets.
- Ability to learn quickly and work in an adaptive, team-oriented environment.

### **Education/Experience**

- Bachelor's degree in a related field of study (e.g., Public Health, Health Care Administration, Statistics or Actuarial Sciences) and at least one to two years of professional health care analytical experience.
- Must have proven problem solving and critical thinking skills
- Intermediate-level knowledge of Microsoft Office Suite, including Word and Excel, including the ability to create, manipulate and formulate spreadsheets, pivot tables, charts, and graphs utilizing VLOOKUP functions.
- Experience writing SQL statements or using a graphical user interface tool that writes SQL statements.

## **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

## **HIPAA/COMPLIANCE**

- Maintain privacy of all patients, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.

- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

To express interest in this role, please submit your resume and application to [jobs@hcpsocal.org](mailto:jobs@hcpsocal.org).