



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE:	Clinically Integrated Network Business Analyst			COMPANY:	IHP
REPORTS TO:	Executive VP of IHP				
DIRECT REPORTS:	None				
STATUS:	Exempt	Full-Time	WORK COMP CLASS:		
OUTSIDE TRAVEL:	5%	SCHEDULE: 7/7	WORK CONDITIONS:	Remote/Home Office	
		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

The IHP Clinically Integrated Network (CIN) Business Analyst is responsible for supporting the network population health management and value-based care/payment strategies. This role is responsible for analyzing data aggregated by the Population Health Informatics and Technology (PHIT) team inclusive of EMR data, claims data, and financial data. The position will be responsible for developing reports to tell the story of performance for full professional risk agreements as well as forecasting patient utilization activity and financial performance by patient groups or managed care contracts. In addition, this position will collaborate with leadership to monitor performance quality analytics and recommend and implement opportunities for best practices, revenue generation, and cost-saving opportunities.

ESSENTIAL JOB FUNCTIONS

- Analyze and trend large data sets inclusive of quality, EMR, utilization (cost), budget, and claims data
- Identify trends and forecast cost and/or patient utilization data for cost and/or chronic condition trending
- Identify potential solutions for negative trends of cost, utilization, or disease profiles (revenue generating or cost saving opportunities)

- Create reports monthly and/or ad-hoc for executive leadership review and/or committee, board, member health centers
- Collaborate with PHIT, Operations, and Clinical departments to identify process improvement initiatives or best practices
- Partner with the Management Service Organization (MSO) to utilize existing reports or data sets through PowerBI or Tableau

QUALIFICATIONS

Skills

- Innovation and ability to critically think
- Able to manipulate and analyze large files and data sets
- Effective verbal and written communication skills
- Excellent interpersonal skills
- Ability to remain focused and motivated with large projects and tight timelines
- Ability to work independently and productively in remote setting
- Intermediate to advanced skills with Microsoft Office Products (particularly with Word and Excel)

Education/Experience

- Requires a bachelor's degree in health science, quantitative social science, public health, health services research, economics, information management, or business or equivalent degrees
- Requires at least 3 years of healthcare analytics or economist experience
- Working knowledge of business intelligence tools such as PowerBI and/or Tableau
- Extensive knowledge of Excel
- Ability to simplify complex datasets or problems utilizing Microsoft Office tools such as PPT, Excel, etc.

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.

GEOGRAPHICAL LOCATION, STANDARD BUSINESS HOURS, AND TRAVEL REQUIREMENTS

- Residence in San Diego County is required; work remotely from home.
- Must have internet service with suitable performance ,availability, and security.
- Business hours are generally 8:00-5:00 Pacific time. Actual hours to be arranged with supervisor.
- Approximately 10% travel is required.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, 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