Position Title: Data Analyst

Statement of Duties

Duffy Health Center is a patient-centered medical home, and every role requires functioning effectively using a team-based approach. The Data analyst is responsible for entering, retrieving, compiling and/or reporting data generated by or through the patient care systems of Duffy Health Center. Work includes verification of data, analysis of data within the context of programs or services, preparing charts and graphs for reports and presentations, investigation of data issues, and maintaining confidential patient data.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. As a member of the Organizational Development team, identifies and responds to the informational needs of departments and the overall organization, and assists in special management projects.

2. Assists in the development of clinical information standards, forms and reports

3. Assists with development of and distributing scheduled reports. including verification of reports required for Uniform Data Services (UDS), PIC Committee analyses, monthly quality and productivity reports, and other regulatory reporting.

4. Investigates data to find patterns and trends and communicates to management.

5. Converts data into usable information that is easy to understand, including creating PowerPoint presentations.

6. Participates in meetings and quality initiatives as appropriate.

7. Other work-related duties as assigned.
Supervision

Work is performed under the general direction of the Director of Information Technology. The employee plans and carries out the regular work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Employee has access to confidential patient information.

Position is not responsible for the supervision of others.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation.

Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in monetary loss.

The position has regular contact with co-workers. The purpose for contact is to resolve problems, request services, coordinate work, and give or receive information and assistance.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee primarily works in an office setting and is required to sit and use hands more than 2/3 rd of the time; talk and/or listen up to 2/3 rd of the time; and stand, stoop, kneel, reach, and walk, up to 1/3 rd of the time. Employee occasionally lifts up to 30lbs.; Normal vision is required for the position. Equipment operated includes office machines and
computers. Employee may be exposed to the risk of electric shock and potentially hostile situations or individuals.

**Education and Experience**
Bachelor of Arts or Science preferred. In absence of a college level degree in a relative field, the equivalent professional experience in a similar position required, at a minimum of five years. A Master’s degree is a plus.

**Licenses and Certifications Required:** None

**Knowledge, Skills and Abilities**

A candidate for this position should have the following:

Knowledge of:
- Database administration
- Intermediate Excel
- MS Office Suite
- Data entry experience
- HIPAA regulations
- EHR systems experienced preferred

Skill in:
- Analysis of data
- Quality Improvement/Quality Assurance knowledge
- Effective troubleshooting and problem solving
- Maintaining and verifying information
- Preparing reports accurately via data collection and electronically
- Interacting effectively with others
- Effective written and verbal communication, strong interpersonal communication skills, excellent public speaking abilities, strong written and verbal English skills
- Project management, including a demonstrated ability to manage own time well, as well as other’s time, to achieve objective
- Use of computers and electronic medical records
- Effective planning and organization, and attention to detail

And ability to:
• Analyze information, and pay careful attention to details
• Maintain confidentiality of information
• Effectively and professionally interact with staff and perform administrative functions
• Ability to manage competing priorities, work simultaneously on multiple initiatives, and meet deadlines
• Work with a team and independently
• Be highly proactive and flexible
• Collect and record information in various forms and methods
• Speak comfortably before individuals or a group of people
• Commit to the philosophy and mission of Duffy Health Center which serves homeless and at-risk population, and to the team-based approach as part of PCMH