MOUNT AUBURN CAMBRIDGE INDEPENDENT PRACTICE ASSOCIATION, INC.

MACIPA

POSITION: **Health Care Analyst II**

REPORTS TO: **Director, Quality Improvement**

NON-EXEMPT POSITION

POSITION SUMMARY:

The Health Care Analyst II is responsible for providing technical and analytical data support to identify and improve upon screening rates and health outcomes of MACIPA members' patients to achieve healthcare excellence. In this role the Health Care Analyst II (HCAII) applies specialized technical and analytic skills to successfully conduct data extraction, perform analysis, identify trends, and create reports utilizing various data sources and analytical tools. The HCAII is expected to possess a comprehensive understanding of healthcare, managed care concepts and basic methodological design to identify potential questions/issues/problems from various data sources for further analysis and develop models to forecast impact of possible recommendations.

PRIMARY RESPONSIBILITIES:

1. Obtain a thorough understanding of all quality metrics across all MACIPA Commercial Insurance/Medicare contracts.
2. Monitor, document and report on quality performance measures, projects and initiatives regarding data, trends and analysis.
3. Develop quality reports and registries for distribution to physicians and office practice staff for performance improvement.
4. Develop methodology/delivery for ad hoc data requests for internal and external sources.
5. Work collaboratively with Data & Reporting, the Quality team, and the data warehouse administrator to monitor the data integrity within the MACIPA data warehouse.
6. Design and develop databases and perform data extraction to support MACIPA's Quality Performance Initiatives.
7. Recommend short-term and long-term improvements to processes, programs and initiatives utilizing analytical skills and reporting tools.
8. Produce project-specific documentation to reflect analytic methods used, key decision points, caveats, and strategies to facilitate project adaptation to meet changing business needs.
9. Develop methods for consistency and validity checking to assure that data is accurate
10. Determine the most appropriate approach for internal and external report design, production, and distribution, specific to the relevant audience.
11. Provide regular updates/feedback on quality measures, project status, issues, and due dates.
12. Assist Quality Improvement team members with daily responsibilities.
13. Strong written and oral skills with an ability to interpret and communicate analytical information to both individuals and groups in a clear, concise manner.
14. Ability to work and communicate with physicians, office staff, health plan.

15. Ability to interact with and respond to varied levels of management, prioritize multiple tasks and meet deadlines.
16. Other duties as assigned.

PRIVACY & SECURITY RESPONSIBILITIES:

- <u>Workforce Vigilance</u>: Each MACIPA employee has a responsibility to watch for unauthorized use or disclosure of Protected Health Information (PHI) or Personal Information (PI), to act and prevent the action and to report suspected breaches of privacy and security policies to their supervisor and MACIPA's designated Privacy and Security Officers. MACIPA Workforce are required to attend MACIPA's Privacy and Security Training, sign a Confidentiality and Non-Disclosure Agreement and complete HIPAA webinar training on an annual basis.

- <u>System Access Profiles & Controls</u>: MACIPA assigns system access profiles to job titles based on how much information is needed to accomplish work responsibilities in accordance with our Privacy and Security Policies and Procedures.

The above statements describe the general nature and level of works being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

SKILLS/KNOWLEDGE AND ABILITIES:

1. Bachelor degree required in healthcare or related field.
2. 3-5 yrs experience in data management and analysis in a healthcare, managed care or insurance setting required.
3. Strong data manipulation techniques and proficiencies required. Analytical experience developing recommendations from claims data analysis.
4. Strong quality control ethic, ability to assess accuracy of output at report level as well as investigate potential issues at a micro level.
5. Ability to extract, cleanse and integrate medical and pharmacy claims and membership data from various platforms and sources.
6. Firm understanding of the nuances of the managed care business structure and the ability to apply this knowledge, as it applies, to analytic projects.
7. Experience with MS tools, including MS Office products, MS Access data modeling tools.
8. Proficiency in SAS required; certification preferred.
9. Experience with SQL Server and SSRS analytic tools.
10. Strong written and oral skills with an ability to interpret and communicate analytical information to both individuals and groups in a clear, concise manner.
11. Ability to work and communicate with physicians, office staff, health plan
12. Must be a quick learner with an ability to work independently, as well as with a team, on complex projects, which require strong reliance technical and analytical skills.
13. Keen attention to detail and high level of organization and accuracy is required.
14. Ability to interact with and respond to varied levels of management, prioritize multiple tasks and meet deadlines.
15. Ability to thrive in an evolving, fast-paced environment, take initiative and flexibility.

ESSENTIAL ABILITIES:

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, employees and general public.

2. Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports and related materials in electronic and hard copy form.
3. Ability to lift, move or carry objects up to 10 pounds regularly.
4. Ability to ascend or descend stairs or ramps using feet and legs, hands and arms.
5. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching.
6. Ability to travel to and from various locations.
7. Ability to learn and carry out the primary responsibilities of the assigned position.
8. Ability to effectively communicate in writing and orally on job progress and other assignments and responsibilities.
9. Ability to conceive and articulate plans creates and manages detailed projects, organize and prioritize work.
10. Ability to analyze data and exercise sound judgment in making decisions and managing confidential or sensitive information.

MACIPA is an Equal Opportunity Employer (EOE) and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions (primary responsibilities) of this job. This job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of authority.

MACIPA reserves the right to revise this job description at any time.