



Job Description

Job Title: Health Informatics Database Analyst
Department: IT
Reports To: Director of IT
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Donarski
Prepared Date: June 2018
Approved By: Oksen
Approved Date: June 2018

SUMMARY

This position is responsible for extracting, compiling, validating, modeling and analyzing data for use in creating meaningful reports for end users and support strategic decision making. This position is also responsible for developing solutions and initiatives for providing effective tracking, reporting and data handling; as well as resolving current service and process issues using scripting and other data manipulation methods by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Conducts independent research in medical informatics and programs in SQL, Crystal Reports and other analytics software.
2. Manipulates and analyzes large, often disorderly data sets, working as part of a small collaborative team or independently.
3. Collaborates with internal and external partners and organizations in the design and execution of analytic studies to answer business and research questions.

JOB DUTIES

- Manages multiple projects and meets time constraints and user requirements.
- Creates, manages and oversees clinical databases with Administrator functionality.
- Interfaces with key technology partners and stakeholders on system development priorities and issue resolution.
- Collaborates with other contractors, vendor representatives and senior management.
- Interfaces with other departments on the data extraction processes and responds to clarifications that are programming related.
- Drives the usage of technology to improve insight and performance management of the organization to assist the decision making process.
- Collaborates with the leadership team to identify key aspects of business on which to report and prepares monthly key performance indicators that will provide meaningful financial and non-financial performance results.
- Designs and conducts analyses and outcome studies using healthcare claims, pharmacy and lab data.
- Maintains precise written documentation and produces effective presentations that assist management in making sound and informed decisions.



- Works with the clinical team and acts as internal consultant to assist with special projects.
- Develops software using data visualization techniques and general quality improvement processes.
- Demonstrates extensive and diverse knowledge of health care data, metrics, systems and standards.
- Manages large data sets in MS Excel, Access and Crystal Reports.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university; and one to three years related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Has advanced skills in working with hardware, software, support, and management of computer systems and can adapt extremely well to newer applications. Has advanced skills working with programming and networking computer software and systems.



REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require and certificates, licenses, or registrations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands or arms; stoop, kneel, crouch or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.