Job Code: **6418**
Grade: **20**
HCWR: **N**

Job Title	**Department**
Quality Data Analyst	Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Quality Data Analyst is responsible for collecting, analyzing and reporting on clinical quality data in accordance with guidelines from the federal, state and local governments, regulatory agencies and System department managers. This position works closely with IT to obtain or abstract data for reports required by System and hospital leadership; and supports CCHHS's compliance requirements with various regulatory agencies by developing reports that reflect on-going quality improvement activities. In addition, assists with education programs/initiatives to improve collection of data and accuracy; and, assist with developing measurable indicators and appropriate data collection methodologies. Performs other duties as assigned.

Typical Duties

- Collects/abstracts data and validate data for regulatory reporting compliance throughout CCHHS
- Works with IT to obtain electronic and manual reports for data analyses
- Analyzes data and perform trend analysis to identify problematic areas, and assist in developing activities that will support positive outcomes
- Prepares report data for submission to federal, regulatory and proprietary databases as required for the purposes of quality management, regulatory compliance and financial reimbursement
- Assists with training CCHHS departments on data accuracy, data validation and quality management tools
- Assists with researching and developing measurable quality metrics

Minimum Qualifications

- Bachelor's or higher-level degree from an accredited college or university
- Minimum of three (3) years of work experience in data analysis within a healthcare environment
- Experience with database management and reporting
- Experience working with quality management principles and practices
- Knowledge of medical terminology
- Intermediate proficiency in Excel

Preferred Qualifications

- Master's degree in Public Health, Public Policy or Hospital Administration
- Experience with federal data warehouses such as Quality Net
- Prior experience with project management

Preferred Qualifications
- Advanced proficiency in data management using Microsoft Excel and Access
- Knowledge of basic statistical analysis
- Knowledge of Six Sigma tools and techniques

Knowledge, Skills, Abilities and Other Characteristics
- Excellent written and verbal communication skills
- Must be detail oriented and have high standards of accuracy
- Ability to understand complex problems and draw appropriate conclusions
- Ability to work independently or as a member of a team to achieve department objectives
- Ability to evaluate computer and system issues with IT assistance, as required
- Ability to work collaboratively with departments, management and regulatory agencies/federal and state government to prepare reports

Physical and Environmental Demands
This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.