



**Quality Data Analyst
JOB DESCRIPTION**

Position Title:	Quality Data Analyst	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	GS 42
Department:	Quality		
Reports to:	Clinical Care Manager		
Last Update:	03/05/2018		

Job Summary

The Quality Data Analyst is responsible for medical record audits and abstraction of data for the purpose of quality measures and public reporting requirements.

Essential Functions

- Promote the mission, vision, and values of the organization
- Through medical record audits, abstract data for the identified quality measures and public reporting requirements and submit within a specific time period
- Collaborate with appropriate staff members in physician practices and clinics to ensure compliance with standards of care mandated by all regulatory entities
- Perform chart reviews for ACO/MACRA/MIPS compliance and to identify opportunities for education
- Assist with presenting performance reports to members of the Medical Staff and Administration
- Establish and maintain open lines of communication regarding quality initiatives with members of the medical staff, administration, and directors

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain employee and patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Maintains confidentiality and protects sensitive data at all times.

- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High school graduate or equivalent.
- Three to five years’ experience in health care and/or Clinical Data Abstraction required
- Medical terminology knowledge required.
- Licensed Practical Nurse (LPN) or Registered Nurse (RN) preferred
- Advanced computer knowledge including Microsoft Office applications
- Bachelor’s degree in nursing, healthcare administration, or a similar field of study with a strong analytical base preferred
- CPHQ (Certified Professional in Healthcare Quality) preferred
- Basic Life Support certification required within 30 days of hire

Knowledge, Skills, and Abilities

- Possess a level of analytical ability to problem-solve, evaluate, plan, and direct process improvement projects and benchmarking activities for all clinical and non-clinical departments.
- Knowledge of system process analysis, quality/process improvement techniques, design, and integration, at a level of complexity associated with integrating processes across multiple departments of an organization.
- Knowledge of CMS and DNV standards and regulations.
- Skill in organizing and prioritizing workloads to meet deadlines.
- Skill in telephone etiquette and paging procedures.
- Ability to develop policies and procedures.
- Ability to teach and evaluate clinical performance.

Physical Requirements and Environmental Conditions

- Working irregular hours
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Ability to frequently handle hazardous/infectious waste.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee’s Signature

Date