

Position Profile: Informatics Analyst

Reports to: Director of Client Services

Purpose:

Provide support for data sourcing, data management, ad hoc reporting and design and production of standard reports for C.M. Smith clients.

The Analyst will work under the direction of the Medical Director, and with Account Principals, Client Service Managers and Finance staff to:

- Develop and co-manage processes and procedures for data management, analytic methods, and production of reports;
- Participate in determining customer requirements for standard and ad hoc reports;
- Determine data specifications and reporting standards based on customer requirements and best practices;
- Produce assigned reports for delivery to clients in timely fashion.

Position Functions:

- Implementation and maintenance of standard operational, analytic, and reporting activities.
- Design and implementation of custom reports derived from client claims and eligibility data, internal operational data, and program outcomes data to support sales and account management.
- Development of analysis plans for assigned projects, documentation of analytic methods and processes, and creation of reports outlining methods and findings.
- Evaluation of medical savings and ROI achieved by lifestyle and chronic condition management programs including data preparation and validation, multivariate regression analysis, and creation of reports for internal and external customers.
- Development of timely and accurate tools and processes for monitoring of contractual performance guarantees, and the creation and maintenance of book of business norms to support reporting and contract negotiations.
- Identify and recommend appropriate system changes to update and enhance the current data extraction, collection, and reporting processes.
- Assist in the evaluation and implementation of tools or methods for disease identification, risk stratification, and predictive modeling.
- Performs other related duties as required.

Formal Education:

Bachelor's degree and 5+ years' experience in health care analytics and business intelligence in an informatics company, or a provider or health plan setting.

Knowledge and Skills:

- Ability to produce reports that contain actionable information to support decisions, including use of benchmarking when appropriate.
- Experience with data sourcing from large health care data sets such as medical claims, pharmacy claims, and eligibility files.
- Understanding of file formats and the structure of datasets.
- The ability to consolidate data from different sources as part of the standard and ad hoc reporting processes.
- Familiarity with coding conventions for transactional data including ICD9/10, CPT-4, HCPCS, UB-04, NDC, etc.
- Familiarity with accepted metrics (E.G. HEDIS) and methods for reporting cost, utilization, and quality.
- Familiarity with generally used methods of data presentation to clients.
- Familiarity with quality control of reporting processes to ensure accuracy of information.
- Familiarity with regulatory and best practice standards regarding information security and compliance with Federal and State privacy and confidentiality statutes and regulations.
- Proficient in use of Microsoft Access, Word, and PowerPoint. Advanced proficiency in use of Microsoft Excel.
- The ability to work collaboratively with other C.M. Smith team members, and with clients.