



Valley Community Healthcare

JOB ANNOUNCEMENT

We are seeking a **Full-Time Quality Data Analyst** to join our dedicated team.

For nearly 50 years, **Valley Community Healthcare** has been one of Los Angeles' leading community-based health centers, providing primary care and promoting community wellness and prevention programs. Located in the San Fernando Valley, Valley Community Healthcare has two sites and 30+ providers. We are an NCQA certified-level 3 Patient Centered Medical Home for over 25,000 unique patients and provided over 100,000 medical visits last year. We are looking to grow and integrate our core programs - primary care, pediatrics, adolescent teen clinic, women's health, dental, optometry, and behavioral health, through a care team approach, quality, and innovative care delivery models.

Applications: Valley Community Healthcare offers competitive salary and benefits packages. Please submit a resume and cover letter to our Human Resources Department at ipogosyan@vchcare.org for consideration.

Job Summary:

The Quality Data Analyst will support Valley Community Healthcare's clinic operations, quality improvement activities, population health initiatives, and Patient Centered Medical Home (PCMH) model by extracting, compiling, validating, analyzing, and presenting data to VCH's executive leadership, management, and staff. This position will help develop and drive clinical and operational improvement and efficiency strategies through the influential delivery of actionable analytics.

Under the general supervision of the Director of QI and/or as part of various workgroups and teams, the Quality Data Analyst will lead staff in coordinating, facilitating, and conducting report development, report writing, and comparative analysis.

Essential Job Duties:

- Identifies sources for, gathers, and analyzes data relevant to processes.
- Participates in documentation of performance metrics to measure success. Evaluates effectiveness of processes/programs implemented.
- Leads efforts to ensure data integrity and validity and perform ongoing quality assurance of all data and reports.
- Extracts and compiles data from regulatory agency sources and VCH's internal data sources and compares to benchmarks and standards for clinical, operational, and financial measures in order to give a clear picture of agency performance.
- Participates in developing clinical, operational, and financial analyses, including visual displays.
- Utilizes i2i Tracks, NextGen, and other electronic systems to develop reports to provide data necessary for quality improvement activities, care coordination, and population management activities.

- Prepares QI reports, dashboards, and provider performance reports.
- Prepares provider incentive reports.
- Responsible for producing various weekly, monthly, quarterly, and annual reports for internal and external purposes.
- Handles ad hoc requests for data and patient lists from staff.
- Prepares reports and analyses of the clinical and economic impacts on the care provided to groups of patients for various quality improvement and cost reduction interventions.
- Explores variations in utilization, clinical practice, patient satisfaction, and clinical outcomes.
- Utilizes advanced querying techniques with thorough knowledge and understanding of data warehouse concepts and content, in order to identify and analyze patient characteristics that are associated with particular health outcomes or are predictive of future use of particular health care services.
- Works with advanced graphic tools to provide clear and insightful views of performance.
- Improves the quality of data and information by working with users to identify reporting needs, define report specifications, and develop reports to meet business requirements, turning the reports/processes over to end users' control whenever possible.
- Attends meetings as needed to provide actionable data, ensure appropriate interpretation of information, and elicit information needs.
- Optimizes recurring reporting processes to inform existing and emerging care delivery processes.
- Identifies need for changes to workflow procedures and/or system configuration modifications.
- Assists with huddle report generation and investigation of errors.
- Serves as a resource for data collection, aggregation, and analysis.
- Assists with the preparation and coordination of QI Committee meetings.
- Assists with data and reporting required for PCMH application and maintenance.
- Assists with administration and evaluation of patient satisfaction survey.
- Assists with annual UDS data submission, ensuring integrity and validity of data.
- Submits Meaningful Use attestations, including data collection, data validity, and submission of materials.
- Develops and maintains reports, minutes, and QI skills through participation in seminars, workshops or other forms of training/education; complies with all mandatory training requirements.
- Performs other duties as assigned.

Supervision:

Position performs under the supervision of the Director of QI.

Qualifications:

Required Education, Skills, and Experience

- Bachelor's degree in computer science, information systems, health informatics, statistics, mathematics, health sciences, health administration, public health, or related field with 2 years of clinical/health care experience.
- Outstanding skills in data collection, analysis, and presentation. Advanced experience in the use of spreadsheets (e.g., Excel).
- Meaningful experience with data modeling, trend analysis, and statistical reporting.
- Proficiency in Microsoft suite and SQL.
- Demonstrated ability to exercise good judgment, prioritize multiple projects, and problem solve under tight deadlines and resource constraints.

- Excellent written and interpersonal communication skills and presentation skills, including ability to present complex technical concepts in a clear, concise manner to audiences with varying levels of technical understanding.

Preferred Education, Skills, and Experience

- Master's degree or higher in computer science, information systems, health informatics, statistics, mathematics, health sciences, health administration, and/or public health.
- Proficiency in analyzing a wide array of data types, including medical claims, clinical process, and outcome data, e.g., HEDIS and other performance metrics, and survey data.
- Proficiency with visualization tools (such as Tableau).
- Knowledge of QI tools and techniques, e.g., Model for Improvement, Plan-Do-Study-Act (PDSA), fishbone diagram, process mapping, Lean/Six Sigma.
- Knowledge of and familiarity with NCQA.
- Knowledge of PCMH requirements/application process.
- Experienced user of NextGen and i2iTracks.
- Experience working on the backend of an Electronic Health Record system.
- Experience working with a Federally Quality Health Center.

Working Conditions/Physical/Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Duties are performed primarily in an office setting.
- Work requires periods of standing, sitting, lifting, turning, twisting, walking, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly.
- Ability to stand, sit, stoop, kneel, and bend in order to retrieve files and records.
- Ability to work with personal computer for long periods of time.
- Ability to write notes, track and graph records and reports.
- Ability to work productively in a small office space used by multiple employees.

***Responsibilities and tasks outline in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

OUR MISSION: To make an impact on the health and wellbeing of the whole community by providing high quality primary medical care and comprehensive healthcare services to those in need, regardless of their ability to pay.