

POSITION DESCRIPTION

POSITION:	QI Analyst
REPORTS TO:	Quality Improvement Director
DEPARTMENT:	Quality Improvement

OUR MISSION

East Valley Community Health Center's mission is to provide access to excellent health care while engaging and empowering our patients, employees and partners to improve their well-being and the health of our communities.

CORE VALUES

- **High Quality Services** – We will provide quality services that meet the needs of our patients. We will pursue continuous improvement in everything we do.
- **Excellent Customer Service** – We are committed to being the preferred provider of health services in the areas we serve.
- **Integrity** – We will be honest and responsible in dealing with patients and coworkers and the communities where we serve.
- **Accountability** – We are accountable, individually and in teams, for our actions and results.
- **Safe Environment** – We will work in a safe manner that promotes the health and well-being of all individuals.
- **Profitability/Fiscal Responsibility** – We are dedicated to earning financial returns that will enable us to grow and enhance our value to our communities.

In addition to your position description, please ensure you are familiar with EVCHC's Human Resources Policies and Procedures and the Corporate Compliance Guide which cover common policies and expectations applicable to all EVCHC employees.

POSITION PURPOSE:

Under the direction of the Quality Improvement (QI) Director, the QI Analyst is responsible for providing project support, data analytics, reviews and forecasts data trends with appropriate analytical and statistical methodologies and techniques to measure trends, progress and/or change.

MAJOR POSITION RESPONSIBILITIES AND FUNCTIONS:

- Under the direct supervision of the QI Director, the QI Analyst assists in the development, monitoring, and presentation of internal quality measures and initiatives.
- Collects, audits, analyzes, and reports on clinical quality data to support quality projects and initiatives defined by the company's Quality Improvement Plan (QIP).
- Responsible for development and design of reports alongside the QI Director for data collection and data extractions as requested and required for QI initiatives/projects.
- Research and prepare clear and concise summary reports, narratives and gap analyses on key topics, as directed.
- Reporting and presenting out data findings to appropriate staff/leadership.
- Provide regular updates of QI initiatives/projects to appropriate stakeholders.
- Sustainment of training on key QI initiatives/projects by timely communication/training.
- Provide support to various departments in data analytics as needed when special issues arise.
- Other duties as assigned and attend conferences and training sessions as business requires.

POSITION REQUIREMENTS AND QUALIFICATIONS:

- Bachelor of Science degree in Healthcare Administration, Business or related field OR high school diploma and minimum 5 years of experience in related field.
- 2+ years of health care experience and 2+ years analyst experience supporting NextGen Electronic Medical Record (EMR) system and working with clinical users to determine their needs and manage the changes to those specifications, including troubleshooting systems issues and modifying applications.
- Ability to develop and run SQL queries and create reports via crystal reports, SSRS reports, or other reporting platforms.
- 2 years of relative experience in business or healthcare administration, including working knowledge of HEDIS and outstanding skills in data collection, analysis, and presentation.
- Must demonstrate integrity, sound judgment; demonstrate leadership skills, and strong interpersonal skills.
- Must be able to approach staff about quality issues with tact and diplomacy.
- Experience working with disadvantaged populations helpful and knowledge of health disparities highly desired.
- Oral and written communication skills needed, strong organizational ability required.
- Proficient in Microsoft Word, Excel, and Power Point is essential.

- Ability to operate in a high-paced work environment.
- Preferred knowledge of an electronic health record system and a population health management tool.

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 long periods of standing, sitting, lifting, turning, twisting, waling, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly.
- Ability to stand, sit, stoop, kneel, and bend on 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.

****Disclaimer:** This position description indicates in general terms the type and level of work performed and responsibilities held by the employee(s) occupying this position. Duties described are not to be interpreted as an exhaustive list of all responsibilities. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.*

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge I have received, read and understand my position description.

Employee Signature

Date

Employee Print Name

Employee File #