



### **Quality Improvement Data Analyst Job Description:**

San Fernando Community Health Center (SFCHC) is looking for a Data Analyst to join their Quality Improvement (QI) team. The QI Data Analyst is responsible for the management of large data and transforming it into comprehensive, concise, and presentable reports.

### **Essential Functions and Responsibilities:**

- Prepares complex reports and dashboards for a variety of uses, including QI and Operations
- Translates data into meaningful, high level reports and dashboards to monitor key performance indicators
- Identifies workflow and compliance issues; provides feedback to reduce errors and improve processes
- Collaborates with Departments and IT to develop effective and efficient Management Systems
- Analyzes healthcare quality and utilization data to identify best practices
- Responsible for project commitments and on-time deliverables
- Ability to prioritize multiple projects simultaneously
- Willingness to understand and probe into technical details

### **Skills and Expertise Required:**

- Advanced in Microsoft Word, Excel, and PowerPoint
  - Must be advanced in graphs, pivot tables, MATCH and VLOOKUP, and excel formulas
- Advanced in creating/generating EHR reports (experience with eClinicalWorks preferred)
- Preferred experience with HEDIS coding, UDS, PCMH, and IPA incentives
- Excellent verbal and written communication skills
- High analytical, critical thinking, and problem-solving skills
- Excels in fast-past environment and motivated self-starter
- 2+ years' experience in healthcare preferred
- Preferred experience with HEDIS coding, UDS, PCMH, and IPA incentives

### **Education and Experience:**

- Bachelor's degree in mathematics, statistics, or related quantitative discipline (equivalent experience will be considered). Master's degree preferred
- Experience with analytic projects, planning, and reporting
- Project experience in healthcare and project management is a plus
- Advanced Experience with EHR data entry, analysis, reconciliation, and reporting