Center for Improving Value in Health Care (CIVHC)
JOB DESCRIPTION

Position Title: Healthcare Claims Data Analyst
Reports To: VP of Analytics & Data Operations
Job Classification: Exempt, Full-time

Overview:
The Healthcare Claims Data Analyst assists in all aspects of healthcare claims research analytics to include methodology, data collection, data mining, data analysis, and data reporting. The analyst turns data into analytic insights and creates data visualizations, when necessary, to inform business decisions for clients.

Experience and Key Responsibilities:

Experience:

- Experience in a hospital or managed care environment with a focus on claims data, analysis, provider contracting or decision support, especially in cost and utilization analysis.
- Experience analyzing commercial, Medicare and/or Medicaid medical, dental, and/or behavioral health claims.
- A working knowledge of industry coding (revenue codes, ICD classifications, CPT codes, etc.).
- A working knowledge of healthcare industry terms such as HL7, PHI, HIPAA, HITECH, etc.
- Intermediate knowledge of SQL programming/analysis and Tableau. SAS or NoSQL programming experience a plus.
- Minimum level computer skills in a Microsoft Office environment: Advanced.
- Strong skills in Microsoft Excel.
- Strong Internet research capabilities.
- Attention to detail.

Qualifications:
- Bachelor's degree in Computer Science, Mathematics, Informatics or related field. Master's degree preferred.
- 3+ years of relevant employment experience, preferably in a health care setting
- 2+ years interpreting data models, data dictionaries and queries
- 2+ years of complex query writing and interpretation
- Intermediate SQL experience and advanced technical skills writing complex queries
- Intermediate Tableau experience in designing complex data visualizations
- Strong prioritization and time management skills
- Strong verbal and written communication skills
- Profiling large, complex data sets
- Excellent data analysis skills
- Ability to design and implement data quality metrics: Scorecards, Dashboards, Thresholds
- Ability to convey complex technical issues/problems to programmers in a clear/concise manner
- Ability to convey complex concepts to business stakeholders in terms relevant to the business

- Creative, tenacious and diligent
- Analytical with strong problem solving ability

Physical Requirements:
- Ability to work at a computer for extended periods.
- Ability to travel to and from meetings: some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.