

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

Position Title: Health Care Reporting Analyst (Level III)
Reports To: Manager of Analytics and Reporting
Job Classification: Exempt, Full-time
Salary: \$68,850 - \$84,150 (Annual)

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

As part of the Analytics and Reporting team, the Health Care Reporting Analyst will support research, analytics, and reporting to put the CO APCD data into action. In addition to the technical expertise requirements, this position contributes to problem solving and the success of the team and CIVHC. Professional experience interacting with health care professionals, academics, and community groups, and connecting data and analytics to health is not required, but would be a significant benefit.

Success in this position will be measured by the quality of data reports and visualizations produced, including compliance, accuracy, comprehensiveness, documentation, and usability, as well as contributions to the success of the team as a whole.

Minimum Qualifications:

- Passion for data visualization
- Bachelor's degree; Master's degree preferred; eight years of directly relevant experience can be accepted in lieu of education
- 3+ years of relevant employment experience
- 1+ years writing queries with increasing complexity
- 1+ years interpreting data models, data dictionaries, and complex queries
- Experience designing and implementing data dashboards
- Experience writing and presenting data summaries to diverse audiences
- Experience in a hospital or managed care environment with a focus on claims data, analysis, provider contracting or decision support, especially with respect to cost and utilization
- Experience analyzing medical, dental, pharmacy, or behavioral health claims
- Experience analyzing commercial, Medicare, or Medicaid claims
- Strong track record of self-motivation and turning ideas into action
- Keen attention to detail and commitment to accuracy
- Comfortable working in a collaborative, team-based environment
- History of progressive skill development

Preferred and Essential Skills:

- Intermediate to advanced Tableau
- Intermediate Excel
- Basic SQL
- A working knowledge of industry coding (revenue codes, ICD classifications, CPT codes, etc.)
- A working knowledge of industry terms (HL7, PHI, HIPAA, HITECH, etc.) Familiarity with medical terminology a plus
- Familiarity with applied statistics
- Tableau site administration and security a plus
- Project scoping and planning
- Ability to communicate analytic results visually and verbally
- Ability to present projects to analyst teams, clients, and other healthcare stakeholders
- Collaboration with external stakeholders
- Exceptional attention to detail
- Creative, tenacious, and diligent with a strong sense of curiosity

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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.