



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

Position Title: Quality Control Reporting Analyst
Reports To: Supervisor of Quality Control
Job Classification: Exempt, Full-time
Salary: \$62,000-\$76,000 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:

The Quality Control Reporting Analyst will assess the quality of data extracts, analytics, and reports created by CIVHC before delivery to stakeholders and clients. This position supports the Reporting & Analytics and Data Quality teams in identifying opportunities to ensure client deliverables are complete, accurate, and well-documented. The Quality Control Reporting Analyst helps identify opportunities to improve quality control processes and improvements to the quality of deliverables.

Success in this role will be measured according to the quality, completeness, and usability of CIVHC deliveries to stakeholders.

Minimum Qualifications:

- Bachelor's degree in healthcare informatics, data science, computer science, or other related field. Master's degree preferred.
- 5 years of claims data analysis experience will be considered in lieu of a degree.
- 2+ years' experience in data quality control.
- Expertise in Tableau
- Intermediate SQL programming.
- Ability to work effectively with data users to investigate and resolve data quality concerns.
- Experience working with big data in an enterprise data warehouse environment.
- Must be a critical thinker who can successfully troubleshoot and solve problems.
- Demonstrated experience providing meaningful feedback in writing and orally.
- Exceptional attention to detail.
- A sense of curiosity and enthusiasm are essential to this role.

Preferred Qualifications:

- 3+ years' experience working in a health plan or managed care environment with a focus on quality of claims, member and provider data; decision support or performance measurement.
- Experience working in research a plus.
- Experience with SAS and other data analysis tools is a plus.
- Experience with commercial, Medicare, and/or Medicaid medical and prescription drug health claims.
- In-depth knowledge of claim billing and processing.
- Advanced knowledge of industry coding (revenue codes, ICD classifications, CPT codes, etc.). Coding certification is a plus.

Primary Duties and Responsibilities:

- Design and implement data quality assurance and quality control procedures for CIVHC data analysts.
- Collaborate with Data Quality team when finding data quality issues during quality review.
- Support the CO APCD code library and CIVHC Quality Control team process documentation.
- Research and establish reporting and analytic benchmarks.
- Engage with CIVHC analysts and management to provide results and feedback of quality reviews.
- Work in collaboration with the Data Quality team, Reporting and Analytics team, and other CIVHC team members.

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.