



Virginia Garcia Memorial
HEALTH CENTER

Job Description

Job Title:	Data Analyst (430)
FLSA:	Salaried ("Exempt" from Overtime pay)
Base Salary:	\$1,684.03 bi-weekly (\$43,785 if annualized)
Department:	Administration (081)
Reports to:	Lean Process Improvement Manager

The Virginia Garcia Memorial Health Center's mission is to provide high quality, culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health-care.

Job Summary: This position will be required to organize and conduct statistical and data analysis duties, including research pertaining to a blend of quality improvement, efficiency, patient satisfaction, patient health status, patient access, Balanced Scorecard, Lean methodologies, and human resources. The data & reports generated will contribute to strategic decision making and organizational alignment. The individual in this role will gather and analyze employee production & patient demographic data to track success indicators/metrics.

Essential Duties and Responsibilities:

- Support internal and external reporting needs of the organization. Gather, review, compile and analyze human resources, efficiency, production, patient health status, and access data from employee and patient databases, identify by type, check for completeness and compliance with established criteria, obtains any missing information and resolves discrepancies before entering them into a computerized database. Updates data in the database to provide accurate and reliable reports
- Establish and maintain Balanced Scorecard data and generate reports of VGMHC success indicators
- Develop reports using Crystal Reports and/or other analytical software to retrieve, edit and tabulate data from Epic database. Enhance and maintain existing reports and systems
- Develop technical documentation for reporting systems
- Utilizes the computer to produce reports with the compiled raw data
- Alternates data compilation and data reliability with other staff to ensure a high standard of accuracy

- Perform other duties as requested by Supervisor.
- Ability to handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HIPAA Requirements:

The data analyst has access to PHI in order to create and maintain an accurate and up to date medical record. The data analyst also handles PHI for disclosures to outside entities. Applying the minimum necessary standard of HIPAA, the designated record sets to which this employee will have access include: all sections of the medical record, patient demographic information in the practice management system, and incoming records, reports, results, consultations, etc. The data analyst is required to read the content of these records only the extent needed to accomplish the assigned task (e.g. filing or disclosure).

Knowledge, Skills and Abilities Required:

- Ability to write reports using SPSS.
- Ability to plan and carry out data analysis projects.
- Strongly prefer programming skills in Crystal Reports including 2 years experience of Crystal Reports development.
- Strong user of Microsoft Word, Excel, and PowerPoint. Strong development and programming skills with Access.
- Basic skills in healthcare clinic operations and medical terminology preferred.
- Ability to use sound judgment in problem solving, data analysis and interpretation, and customer relations.
- Demonstrates adaptability, approachability, and willingness to collaborate.
- Proficiency in English, both written and spoken

Education and Experience Required:

- Bachelor’s degree with course work in statistics or quantitative analysis methods and one year experience using computerized applications to independently gather, compile and analyze data – OR - at least 4 years of combined education and experience with basic knowledge of statistics and statistical reporting.
- Experience with Clarity a plus.
- Experience in clinical reporting and analysis preferred.

Other Requirements:

- The person in this position works a professional workweek and the incumbent's flexibility to this work schedule is considered a condition of employment. It is understood that the hours of work may vary from day to day, week to week. The hiring manager will work with the incumbent to determine work schedule specifics.
- Ability to travel locally and occasionally out-of-town.
- Valid Oregon Driver’s License, able to become part of Center’s insurance policy.
- Proof of liability insurance.

Behavioral Competencies:

Accountability

- *Role model VG's mission, vision, and shared values*

Customer-Focus

- *Listen to the voice of the customer and strive to delight them by exceeding their expectations*

Teamwork

- *If someone needs help, help them*

Initiative

- *Be innovative, apply fresh ideas, and continuously improve how you do your work*

Confidentiality

- *Maintain strict confidentiality and respect the privacy of others*

Ethical

- *Demonstrate integrity, honesty, and stewardship in all encounters at work*

Respect

- *Demonstrate consideration and appreciation for co-workers and patients*

Communication

- *Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others*

Physical Requirements:

- Sitting – 70%
- Standing – 10%
- Stooping – 10%
- Reaching - 10%
- Lifting/Carrying – up to 25 lbs.- transporting materials
- Use of computer – 70%

Immunization:

Staff member must meet immunizations requirements as stated in VGMHC's immunization policy.

Job description represent a general outline of the essential and major job duties, functions and qualifications required. They cannot be all-inclusive and comprehensive due to the dynamic nature of work performed to accomplish VGMHC's Mission.

Employee's Signature: _____ **Date:** _____

Print Name: _____

Supervisor's Signature: _____ **Review Date:** _____

Workplace site (circle one)

VG Home Location: VG Administration
VG Beaverton

VG Cornelius
VG Dental – Hillsboro, Cornelius, McMinnville
VG Forest Grove
VG Foundation
VG Hillsboro
VG McMinnville
VG Pharmacy – Beaverton, Cornelius, Hillsboro, McMinnville
VG Tigard