Louisiana Primary Care Association
Position Description

Position Title: Data Analyst

(Fulltime Exempt)

Supervisor: Director of Health Information Technology

Position Summary: Manage and coordinate performance data collection, feedback, and reporting for all quality initiatives; Engage members through relevant data reports and comparisons; Provide direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions.

Minimum Qualifications:

- A Bachelor's degree or an equivalent combination of education and experience and 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications:

- An advanced degree (Masters) and 2-3 years of experience from which comparable knowledge and skills can be acquired.

Responsibilities:

- Analyzing and leveraging the collected data
- Interpreting data
- Acting as a liaison between clinical and informatics staff teams
- Developing strategies and best practices to incorporate into future information systems and policies.
- Manage and coordinate performance data collection, feedback, and reporting for all quality initiatives.
- Engage members through relevant trend information, data reports and comparisons.
- Provide direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions.
- Develop and manage data collection methodologies for multiple performance measures to meet the deliverables on all grants/contracts.
- Demonstrate an understanding of reporting requirements for all grants and contracts.
- Aggregate, analyze, and report health center data collection and reporting processes ensuring timely and accurate delivery of reports.
- Work collaboratively with all program staff, HIE entities, and solutions staff in communicating needs regarding databases and reporting tools.
- Develop summary reports and presentations demonstrating performance trends.
- Maintain knowledge of the Uniform Data Set (UDS) for health centers.
- Identify and maintain knowledge of state and national benchmark databases including Healthy People 2020, HEDIS, Meaningful Use, PCMH, and HRSA Quality Reporting.

- Develop and maintain a method to continuously assess a data systems approach for quality of care coordination interventions, which lead to extraction and use of quantitative and qualitative data.
- Participate in developing reports and/or manuscripts for dissemination and publication.
- Coordinate database that houses all LPCA data measures that include those from HRSA PCA grant, and other grants.

Required Skills:

- Familiarity with EMR/EHR systems
- Familiarity with data visualization tools such as Tableau, Power BI etc.
- At least three years of experience in data analytics, informatics, data management, preferably working with health data.
- Familiar with UDS standards and reporting
- Experience with primary care, clinical quality improvement or outcome measurements.
- Experience delivering critical data summaries and reports necessary for planning and improvement of processes.
- Experience in working with multiple entities to collect data and produce reports.
- Experience in collecting, editing, analyzing and charting numerical data.
- Strong data management and organization skills.
- Creativity and vision to organize data in meaningful presentation formats to deliver key messages.
- Ability to organize and manage multiple projects/tasks and meet deadlines.
- Awareness of the needs of FQHCs, medically underserved populations, demonstrates cultural competence, and shows interest in learning about community-based primary health care systems.