

HEALTH SERVICES DATA ANALYST

Use advanced data strategies to create actionable in-house health care solutions	Design end-to-end data studies and help health care professionals apply the results	Telecommuting option for candidates in California
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-Position is not eligible for sponsorship -

The Health Services (HS) Data Analyst is a liaison who facilitates cross-departmental collaboration between HS and technical teams to improve the organization’s access to and application of quality information. To optimize care for [Health Plan of San Mateo’s \(HPSM’s\)](#) 140,000+ members, HS operations staff needs to know whether members are getting the health care they need. The HS Data Analyst plays an essential role in this as part of a growing team led by the Director of Health Services Analytics that is tasked with elevating HPSM’s data culture and using data in innovative ways.

Position overview

- Support the development and regular production of key data reports by consulting HS to identify exactly what data they need to see both the big picture and key details
- Validate and audit results against source of truth information so HS operations staff can make truly informed business decisions
- Work with requesters to interpret and present data results in context with the business question

Key responsibilities

Analytics & reporting

- Develop and maintain reports and dashboards required to monitor department-wide quality initiatives and key performance metrics
- Create and update data dictionaries via documentation of business rules, datasources, reporting mechanisms and methodologies
- Keep an inventory and schedule of all data reports for the HS department and regularly analyze inventory to ensure effective use of Informatics and IT resources

Quality assurance

- Develop, implement and maintain ongoing data validation procedures for monitoring data completeness and accuracy of relevant data sources and reports
- Obtain and review data quality reports or error logs for supplemental data sources to ensure data integrity and maximize data capture
- Contribute to HPSM’s overall data analytics strategies by participating in data stewardship and data governance workgroups

Process improvement

- Exercise [Lean management](#) to triage data requests to informatics by ensuring there is clear business intent, value add and no duplication of efforts
- Support HS’s overall efforts to maximize the potential of new or existing BI tools and platforms, including but not limited to Cotiviti QR (Quality Engine), Change Healthcare chart retrieval portal, HEALTHsuite, MHK, ClaimStatDB, AuthStatDB, HPSM Datamart and QI Access DBs
- Engage with vendors on centralized record retrieval, abstraction and data submissions

Requirements

These are the qualifications typically needed to succeed in this position.

Education and experience

- Bachelor's degree in statistics, mathematics, IT, business, health sciences or other healthcare-related field (required)
- At least three years of health care data and/or statistical analysis experience
- At least three years of experience working with quality measure sets governed by regulatory entities such as NCQA or CMS

Knowledge and ability

- Analytical software tools (such as Excel, Access, SAS, data aggregation software and population health management platforms)
- Database applications for medical claims, clinical codes and electronic health records
- Terminology of managed care systems (such as Medi-Cal and/or Medicare Advantage)

Salary and benefits

The starting salary range depends on the candidate's work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation on top of salary)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply submit a resume and cover letter with salary expectations to careers@hpsm.org. In your cover letter, please briefly describe projects you have worked on or are currently working on that highlight the qualifications this role requires. Be sure to specify the software and data sources used (unless they are proprietary). Submissions without a cover letter and salary expectations may not be considered.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 140,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.