

**CCMCN/CACHIE
Data Quality Analyst
Job Description**

Position Title: Data Quality Analyst
Reports To: CACHIE Analytics Program Director
Department: CACHIE
Location: 600 Grant St. Suite 300
Denver, CO 80203

General Statement:

The Colorado Community Managed Care Network (CCMCN) is a managed care and technology provider network of 12 Federally Qualified Health Centers (FQHCs) with locations throughout Colorado. On behalf of its member clinics, CCMCN pursues collaborative, network-based programs in the areas of health information technology, managed care and clinical quality improvement that will ultimately benefit FQHC clients, who are typically indigent, underserved, and/or uninsured. CCMCN is a one-third partner in Colorado Access, a safety-net health plan serving Medicaid and Child Health Plan clients. CCMCN serves as a Colorado Regional Extension Center (CO-REC) subcontractor under CORHIO helping Colorado's FQHCs achieve Meaningful Use Requirements.

The Data Quality Analyst will operate as part of the Colorado Associated Community Health Information Enterprise (CACHIE), a multi-functional health information technology enterprise program/department under CCMCN. CACHIE's purpose is to innovate, discover and spread effective technology solutions that help advance the quality and safety of patient care, monitor and improve each patient's health care experience, lower costs of and improve access to care, and decrease health care disparities.

Position Description:

The Data Quality Analyst will be primarily supporting the CACHIE Data Warehouse and Reporting Program, called CACHIE Analytics.

The Data Quality Analyst will be highly collaborative with other CACHIE team members and programs; the position is integral to the success of the Data Warehouse program.

Key Responsibilities:

- Work with the business and technical teams to define business and data policy rules to ensure data quality
- Triage and research data quality issues found by application users, software developers and testers
- Profile databases to identify current data quality issues like accuracy (correctness), timeliness and reliability by searching for data quality issues
- Design, create, implement and administer data monitoring jobs which monitor, measure and report on data quality issues, and notify the teams as necessary when issues are found
- Design, create, implement, test and administer data correction solutions on current data quality issues
- Design, create, implement, test and administer measures and reports on data quality issues

- Identify root causes of data quality issues, develop recommendations for addressing them and present recommendations to the team
- Review (test) reports generated from the database to ensure accuracy and completeness of the data represented in the report
- Document data cleansing, data monitoring and data correction jobs
- Communicate and collaborate with other team members and clients to develop solutions as needed
- Maintain knowledge of data quality best practices
- Maintain or expand knowledge of Healthcare data standards, measures, code sets, etc
- Maintain or expand knowledge of applicable data privacy practices and laws
- Other data quality production support, as required

Key Skills/Minimum Job Requirements:

- Detailed knowledge of data warehousing concepts and processes such as data profiling, ETL and OLAP
- Significant knowledge and experience writing SQL queries, developing reports and working with Microsoft SQL Server environment, including SSIS, SSAS and SSRS.
- Excellent customer service skills
- Demonstrated ability to set and meet project timelines, budgets, deliverables and milestones
- Proven ability to quickly grasp new technology
- Strong business and technical writing abilities
- Strong analytical and problem solving skills, with demonstrated change management experience
- Effective interpersonal and communications skills with the ability to interact with various levels of personnel
- Ability to work with minimal supervision and maximum accountability
- Detail-oriented and thorough when producing any deliverable including developed reports, written documentation
- Must be flexible, self-directed, able to prioritize multiple tasks, able to manage a full workload
- Ability to work as a team member and work effectively with diverse people and demonstrate cultural sensitivity.
- Knowledge of healthcare data standards such as HL7, CCD, CCR and claims data
- Knowledge of standard healthcare code sets like LOINC, ICD9/10, CPT4 and SNOMED
- Knowledge of IHI triple aim, clinical quality improvement, primary care operations/workflow
- Ability to stay current on healthcare reporting requirements such as UDS, PQRI, NQF, Meaningful Use and Patient Centered Medical Home
- Fluency in written and spoken English.
- Experienced in Microsoft Office modules and Microsoft Operating Systems

Key Deliverables

- Data Quality Assessments
- Data Quality processes and production job schedules
- Documentation of data standards and tracking of variation from standards

CCMCN is an equal opportunity employer offering flexible benefits, a casual work environment, and a competitive salary (DOE).

Category: Full time, Exempt

Responsible To: CACHIE Analytics Program Director

Salary Range: DOE

Job Description Effective Date: 3-21-12

TO APPLY:

If interested in this position, candidates must send a resume, cover letter, current salary and salary requirements via email or postal mail.

Please send all application information to:

Debbie Dion
Re: Data Quality Analyst
CCMCN
600 Grant Street, Suite 300
Denver, CO 80203
Fax: 303-832-1118
Email: debbie@cchn.org
No phone calls please.

**The above statements are intended to describe the general nature of work being performed by personnel assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. **