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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Clinical Quality Data Analyst

**Reports To:** Data Analytics Manager

**Supervises:** None. Required to work collaboratively with others.

**Job Summary:** Ensure end users receive timely and accurate reports and analysis of data.

**Essential Functions of the Position** *(Illustrative Examples Included)*

* Assists with data collection, reporting and analysis of multiple clinical data related projects
* Performs data manipulation with tools like Excel, Access
* Assists with the preparation of clinical and financial data reporting and meet operational needs
* Responds to data requests from internal partners in a timely, accurate, and efficient manner
* Conducts audits of data and monitor system performance in order to improve data quality
* Identifies and implements technical solutions where efficiencies may be gained through automation
* Works with IT Team and vendors to address problems and enhance systems
* Thinks creatively to automate, enhance and improve data processing mechanism with help from other team members
* Supports and assists other team members and managers to deliver reports on time and accurately
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for protecting patients’ demographic, clinical and financial information
* Performs other job-related duties as assigned

**Education and Experience**

* Bachelor’s degree in Information Systems, Computer Science, Business, Accounting or Data Analytics
* Experience in clinical quality data reporting and analysis

**Knowledge, Skills and Abilities**

* Demonstrated proficiency with Excel, VBA and Access
* Familiarity with SQL and other programming language is a plus
* Experience with Electronic Health Records is a plus
* Proficient in using analytical tools and instruments such as Cognos
* Skilled in the use of information technology
* Solid listening, oral, and written skills
* Demonstrated organizational and multitasking skills
* Ability to work in a team

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position
* State-wide travel and operation of motor vehicle [may be required for offsite meetings and trainings]
	+ Must have a valid driver’s license and clear driving record
	+ Use of personal vehicle and proof of auto insurance is necessary

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*April 2016*