The Data Analyst will provide expertise to acquire, manage, manipulate, and analyze data and report results. The position must have a thorough understanding of and practical work experience with integrated Health Information Technology systems, including CAREWare, Electronic Health/Dental records and associated practice management systems. The position provides data and reports mandated by State and Federal funding sources through these information systems.

This position will be responsible for assisting the Ryan White (RW) Teams with the design of data collection tools, the acquisition of data, and the formulation of Corporate, local, state and federal reports with regard to the Health Resources Services Administration/HIV AIDS Bureau (HRSA/HAB), North Carolina Department of Health and Human Services (NCDHHS) and other related grants, and general HIV/AIDS activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Daily Operations

1. Analyze and problem solve issues with current and planned systems as they relate to the integration and management of patient data (for example, review for accuracy in record merge, unmerge processes)
2. Analyze reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports (for example, CAREWare/EHR)
3. Monitor for timely and accurate completion of select data elements.
4. Maintain roster of all Ryan White (RW) patients – track billing to ensure appropriate billing to RW Parts based on patient demographics.
5. Develop monthly billing report for submission to Grants Financial Manager for monthly all RW Parts.
6. Participate as an active member of the RW Services Team and attend related meetings.
7. Lead Ryan White supported quality efforts.
8. Develop and implement mechanisms to track annual caps on charges for RW qualifying patients.

Data Capture

1. Perform data entry, either manually or using scanning technology, etc. when needed or required.
2. Review data entry into CAREWare and health record to ensure accuracy, correct billing to Ryan White grants and appropriate charges consistent with Medicaid rates.

Data Reporting / Quality Assurance

1. Produce periodic operations reports including:
   1. HAB Measures (CAREWare)
   2. Operations reports for Medical, Dental and Behavioral Health
   3. Electronic Dental Record reports - appointments
   4. Electronic Health Record reports – labs, encounters, medications lists, referrals, care plans, immunizations.
2. Create and present quality dashboards to RW Team, Consumer Advisory Board, CPIC, Board of Directors and Executive Management Team.
3. Conduct periodic chart audits (clinical and case management).
4. Complete annual RW RSR.
5. Participate in the Dogwood Health Care Network Quality Committee.
6. Report quarterly HAB measures and HAB measure project work to Quality/Performance Improvement Team.
7. Assist with completion of Non Competing and Competing Applications and appropriate reporting for each.

Other

1. Staff community outreach and HIV CTR outreach events as needed (which include rapid HIV and other screening).
2. Maintain CAREWARE, Flowsheet and HIVQUAL Software used for RW HIV Services and all related data collection and data reporting software, hardware and firmware.
3. Coordinate with IT department the maintenance, support and building of data services for HIV program.
4. Gather data for and create mandated reports for RW Services. When requested, compile reports for submission to the Board of Directors, and Corporate Performance Improvement Committee (CPIC).
5. Provide monthly data reporting not more than 5 days past the end of the reporting month.

MATHEMATICAL SKILLS:Ability to perform and apply basic mathematical and accounting concepts are extremely important for this position. Ability to accurately aggregate and report data in computerized format. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. (Please note that higher levels of calculations and analytical skills may be required and these skills are favored for the position).

QUALIFICATION REQUIREMENTS: To perform this job successfully, and individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities. Ability to establish and maintain effective and cordial working relationships with state and local agencies, growers, other employees, and clients involving frequent and difficult negotiation and interaction. Demonstrated cultural sensitivity and commitment to advocacy for cultural diversity. Bilingual preferred. Prior supervisory experience preferred.

EDUCATION and/or EXPERIENCE: Graduation from college with a degree in the area of public health, statistics or equivalent training and/or experience. Three years relevant experience in health, social or community based organizations serving indigent populations. Must possess proficient computer skills to operate business software, including Microsoft Office products. Experience with health information technology (EHR, EDR, practice management systems) required.

LANGUAGE SKILLS: Ability to read and comprehend written materials. Ability to write clearly and concisely. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to speak Spanish is an added quality favored for this position.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current valid North Carolina Driver’s License.

OTHER SKILLS AND ABILITIES: Excellent interpersonal skills and telephone etiquette. Ability to work with public. Knowledge of basic office equipment.

PHYSICAL/MENTAL DEMANDS: The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move 10+ pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental demands include the ability to learn and adapt to changes, pay close attention to detail exercise discretion and good judgment, pay close attention to detail, courteous and professional behavior, deal with stressful situations, and to adhere to company policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

RISK CLASSIFICATION LEVEL: Employees have occupational risk to blood borne pathogens.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

I have read and understand this job description:

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Employee Signature Date

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Chief Executive Officer Signature Date