
	<b>Department</b>	600 Product Management
	<b>Job Title</b>	Healthcare Data Analyst
	<b>Document ID:</b>	600-0006-r100301 Healthcare Data Analyst.docx
	<b>Document Date:</b>	2010.3.02:12:06

<b>JOB TITLE</b>		<b>EFFECTIVE DATE</b>	<b>PERCENT OF TIME</b>
Healthcare Data Analyst		22 February 2010	100%
<b>DEPARTMENT/DIVISION</b>	<b>SUPERVISOR'S TITLE</b>		<b>WORK LOCATION</b>
600 Product Management	Product Manager		SHP Main Office
<b>SUPERVISION/DIRECTION RECEIVED</b>			
	<b>Close Supervision</b>		<b>Supervision</b>
	<b>Direction</b>	X	<b>General Supervision</b>
			<b>General Direction</b>
			<b>Other</b>
<b>MANAGEMENT LEVEL</b>			
	<b>Supervisory</b>		<b>Non-Supervisory</b>
			X <b>Not Applicable</b>

<b>GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES</b>
<p>SHP seeks an experienced healthcare data analyst and report developer to expand our innovative suite of real-time reports and to support our market's need for the proliferation of information contained in our database. The candidate MUST have:</p> <ul style="list-style-type: none"> <li>• Minimum of 5 years working with healthcare data</li> <li>• Experience with regulatory requirements, especially CMS</li> <li>• Extensive experience working with databases and query tools</li> <li>• Experience creating visually stunning, engaging, and accurate static and web reports</li> <li>• Ability to work with software engineers and other team members to provide relevant input into the data architecture required</li> <li>• Experience with industry benchmarking</li> <li>• Attends industry meetings and suggests and creates reports that meet the needs of healthcare providers</li> <li>• Experience working with business partners outside the company to meet their data requirements</li> <li>• Development of reports that meet the needs of unique shareholders within an organization (lowest level to C-level)</li> <li>• Excellent writing and presentation skills with the ability to defend methodology for complex data analyses to clients in a manner that supports SHP's strong commitment to passionate customer service</li> <li>• Masters degree of PhD in mathematics, statistics, or relevant field</li> <li>• Ability to assist in QA functions related to reports</li> </ul>

<b>BACKGROUND AND SKILLS REQUIREMENTS:</b>			
<b>Education (Check Minimum level)</b>		<b>Experience</b>	<b>Computer Skills</b>
	High School	Healthcare Industry	PC (Windows Based)
	Associate Degree in related field	Trade Shows	X MS Word
	Bachelor degree in related field	Conferences	X MS Excel
X	Graduate Degree in related field	Public Speaking	MS PowerPoint
	Doctorate in related field	Presentation Skills	X MS Access
<b>Technology Skills</b>		Knowledge of Relational Data Base Structure	X Microsoft SQL Server 2005 & 2008
X	Microsoft Analysis Services	Cold Calling	Ms Project
X	Microsoft .NET	GoTo Meeting	MS Visio
X	Visual Studio .NET (2003/2005/2008)	Teleconferencing	Dreamweaver
X	Visual Basic .Net	Webinars	Sharepoint
X	Visual Studio 2000/2005/2008		Adobe Acrobat Professional
X	Selenium Web Testing		SQL Server Queries
X	Nunit Testing Framework		Adobe CS4 Design Suite
X	XML and .Net Webservice Technology		

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**SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.)**

Must have a working knowledge of relevant industry laws, regulations, concepts, practices, and procedures. Masters or PhD in statistics or mathematics is required.

**ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY	ESSENTIAL DUTIES* (List in order of importance)
70	Daily	Healthcare Data Manager Manages all aspects of Healthcare data. Establishes and maintains policies and procedures for gathering, analyzing, and reporting Healthcare data. Standardizes data management procedures such as documentation of departmental operating procedures. Requires a master's degree/PhD in Statistics and 2-4 years of experience in the Healthcare Industry.
30	Daily	Data Modeling Analyst Develops data models to meet the needs of the organization's information systems. Manages the flow of information between departments through the use of relational databases. Maintains data integrity by working to eliminate redundancy. Stays informed of the ways the organization uses its data.

**NON-ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES
		None

**REQUIREMENTS:**

"F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL		Must carry/lift loads of:		ENVIRONMENTAL	
On the job the employee must:		X	Light (up to 25lbs.)	On the job the employee:	
X	Bend		Moderate (25-50lbs.)		Is exposed to excessive noise
X	Sit		Heavy (over 50lbs.)		Is around moving machinery
X	Kneel/Squat				Is exposed to marked changes in temperature and/or humidity
X	Stand	MENTAL			
X	Walk		On the job the employee must be able to:		Is exposed to dust, fumes, gases, radiation, microwave (circle)
	Crawl				
X	Climb Stairs, Steps	X	Read/comprehend		
X	Push/Pull	X	Write		Drives motorized equipment
X	Handle objects (manual dexterity)	X	Perform calculations		
		X	Communicate orally	X	
X	Reach above shoulder level	X	Reason and analyze		
X	Use fine finger movements				
	Other:		Other		Other