**Reports To:** Director of Quality, Reporting & Risk Management

**Primary Accountability:** Provides expertise to acquire, manage, manipulate, and analyze data and report results.

**Primary Duties & Responsibilities:**

1. Monitors data daily.
   1. Identifies problematic areas and conducts research to determine the best course of action to correct the data.
   2. Analyzes and problem solves issues current and planned systems as they relate to integration and management of patient data.
   3. Monitors for timely and accurate completion of selected data elements.
   4. Identifies, analyzes, and interprets trends or patterns in complex data sets.
   5. Monitors data dictionary statistics.
2. Data capture:
   1. In collaboration with others, develops and maintains databases and data systems necessary for projects and department functions.
   2. Acquires and abstracts primary and secondary data from existing internal or external data sources.
   3. In collaboration with others, develops, and implements data collection systems and other strategies that optimize statistical efficiency and data quality.
   4. Performs data entry, either manually or using scanning technology, when needed or required.
3. Develops and maintains analytical reports according to organizational requirements and end user needs.
   1. In collaboration with others, interprets data and develops recommendations based on findings.
   2. Develops graphs, reports, and presentations of project results.
   3. Performs basic statistical analyses for projects and reports.
   4. Creates and presents quality dashboards.
   5. Generates routine and ad hoc reports.
4. Interacts with IT Applications and Clinical Database Analyst staff to determine efficient capture and merging of information from optimal sources and access to business intelligence tools to generate reports.

**General Development:**

1. Requires more advanced organizational skills in order to organize projects or the work of others.
2. Job duties require the ability to work independently and as part of a team.
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
4. Employees are expected to devise effective solutions to situations encountered based on the general goals and objectives of the function.
5. Work requires the incorporation of departmental/functional processes into the overall functioning of the organization.
6. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others.
7. This position exercises leadership over others, but does not have actual supervisory authority.

**Professional & Technical Knowledge:** Possesses advanced level general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge frequently acquired through completion of a Bachelor's Degree program. Must possess technical expertise regarding data models and database design development with an understanding of XML and SQL. Experience in data mining techniques and procedures as well as experience using statistical packages for analyzing large data sets.

**Technical Skills:**

1. Ability to prepare more complex documents in Microsoft Word, including creating tables, charts, graphs, and other elements.
2. Ability to create, send, and manage email in Outlook.
3. Ability to use Microsoft Excel to analyze data, including the use of formulas, functions, lookup tables, and other standard spreadsheet elements at a level to train others.
4. Ability to develop sophisticated presentations in Microsoft PowerPoint, including the use of embedded objects, transitions, and other elements.
5. Ability to work with GE Centricity Practice Solution.
6. Knowledge of the EMR program at a level to train others.
7. Knowledge of the Dentrix program at a level to train others.

**Communication Skills:**

1. Job duties require the employee to effectively communicate their opinions and extrapolations of information they collect and synthesize/analyze.
2. Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements.
3. Employees must determine appropriate methods of communicating information through the use of tables, graphs, charts, and other visual forms.
4. Duties involve convincing others to take actions, or to behave in a specific way desired by the employee.

**Work Environment:** Work is performed in an office environment within the clinic or remotely.

**Additional Job Requirements:** Must have reliable transportation and provide documentation of auto insurance and valid driver’s license as required.

**Blood/Fluid Exposure Risk:** Category III: Tasks involve no greater exposure to blood, body fluids or tissues than would be encountered by a visit. Category 1 task are not a condition of employment

**Typical Physical Demands:**

* Sitting for long periods of time
* Occasional lifting up to 30 pounds
* Frequent bending, walking, reaching and kneeling
* Good eyesight and vision for close work/computer screens
* Ability to communicate in person and on the phone
* Frequent use of the keyboard requiring manual dexterity
* Frequent writing requiring manual dexterity