

Position Title: Clinical Business Intelligence Analyst
Department: Finance
Classification: \$19.80 min. doe.

Job Summary: Data mining and auditing, organizing, analyzing, and presenting clinical and financial data required to support Service Lines, physicians, management, and other staff involved in efforts to improve patient care, utilization of services, operational processes, market growth, and financial performance.

Essential Job Functions: The following is a summary of the essential functions of this job. The position may require the performance of other duties that are not mentioned below; and specific functions may change or be modified from time to time. Provides decision support to Senior Leadership, Service Line leaders, physicians, and other individuals in the hospital system, utilizing an integrated repository of key clinical and financial data compiled into meaningful information. Applies management / process engineering principles (ex. Pareto analysis, fishbone diagramming, flow charting, and FMEA) and LEAN principals to focus projects. Provides meaningful, accurate, and timely data to Senior Leadership Team and others as necessary. Maximizes data usefulness through efficient and effective dissemination of data to the end user; maximizes the efficiency and productivity of the end user through education, assistance in defining information requirements, etc. Collaborates with Finance & Business Services staff related to the revenue cycle and its impact on data. Collaborates with Clinical Departments and Quality Department related to performance initiatives, outcomes and quality measures.

Qualifications:

The following qualifications, or equivalent, are the basic requirements necessary to perform the essential functions of this job.

Education and formal training:

Clinical background in healthcare with a strong business sense. Bachelors of Science or higher education required, with emphasis in the clinical and/or business arena. Knowledge of computer applications and data mining and reporting preferred.

Work Experience:

A minimum of 3 – 5 years experience in the healthcare field, to include clinical exposure and/or expertise.

Knowledge, skills, and abilities required:

- Strong background and interest in health care.
- Strong level of technical writing and ability to communicate and present clearly.
- Experience with data identification, abstraction (mining), grouping and analysis.
- Strong analytical mindset to include statistical analysis to include variance analysis and statistical significance.
- Proficiency in Microsoft Excel, Access, Word and Powerpoint.
- Ability to interact with physicians and senior management on sensitive and confidential information.
- Ability to work independently (and in a team environment) and efficiently.
- Ability to identify complex problems and come up with solutions.
- Ability to meet deadlines.
- Strong attention to detail to ensure follow through on initiatives/projects.
- Preference for database management and statistical software skills, including project management

Physical Requirements:

Must meet employee health requirements of Caldwell Memorial Hospital. Must be able to stand, sit and walk for periods of time as necessary. Must have emotional stability and maturity adequate to establish relationships with physicians, peers, and employees. Demonstrates effective communication skills; visual and audio abilities; extended work hours to accommodate scheduled meetings. Must be able to lift at least 20 lbs.