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# Example of Health Data Analyst Job Description

Our company is hiring for a health data analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for health data analyst

* Maintains strict confidentiality of patient data and all information related to the operation, strategy and performance of Shawnee Mission Health
* Demonstrate proficiency in use of the electronic medical record, payer data portals, and various other data sources
* Adhere to principles and requirements of PCMH and CPC+ programs
* Participate in performance improvement projects and quality outcome activities
* Accept special projects as assigned
* Attend and participate constructively in staff meetings
* Assists in tracking and documentation of avoidable days
* Communicates effectively and respectfully with patients, vendors, and all levels of staff and management
* Provides conscientious commitment to assigned work, work schedule, honesty, teamwork, assisting others to bring about positive outcomes
* Recognizes and manages risks, resolves issues and problems as soon as they arise

## Qualifications for health data analyst

* At least 3 years experience with Healthcare Data or Healthcare Software Experience
* At least 1 year experience in Big Data or Quality Assurance (QA)
* Develop and/or use simple databases and spreadsheets
* Perform data quality and data assurance reviews
* Considered functional expert
* Minimum five (5) related years of work experience