Downloaded from <https://www.velvetjobs.com/job-descriptions/provider-data-analyst>

# Example of Provider Data Analyst Job Description

Our growing company is looking for a provider data analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for provider data analyst

* GeoAccess availability reports (standard and ad hoc)
* Regulatory provider report preparation and distribution to state agencies
* Provider Online Directory (POD)– ongoing execution, QA and maintenance of supporting tables
* Medicare provider directory preparation
* Other regulatory reporting as assigned
* Conducts outreach for our vendor to assure accuracy in CPF/PWB/Facets/HCPM/Proclaim
* Reviews incoming work for information that may be missing and accuracy of information
* Develops accurate and specific programming specifications for electronic data exchanges and data transfers between the company and clients, brokers and vendors
* Serves as a subject matter expert for Provider healthcare data, and in this role, assists the company staff, clients, brokers and vendors with interpreting and understanding the data
* Assists the Data Management team with executing, validating and assembling organized analytics regarding healthcare quality and compliance measures for all supported lines of business

## Qualifications for provider data analyst

* Knowledge of SQL highly desired
* Bachelor’s Degree in Business or equivalent administrative/ business/experience
* Five (5) years’ experience in managed care desired
* Five years of analytical experience desired
* 5 years’ reporting development and programming experience required
* In-depth knowledge of systems development life cycle and/or operational maintenance environment required