



## POSITION DESCRIPTION

**Title:** Health Data Analyst

**Reports to:** Executive Vice President

**Purpose:** Serve as primary staff member responsible for health care data and information to support the mission and objectives of the New Hampshire Hospital Association, the Foundation for Healthy Communities and its membership.

**FLSA Status:** Full-time/Exempt/Salaried

### Essential Duties and Responsibilities:

- Serve as the primary contact to member hospital representatives (including CFOs, Controllers and Human Resource Directors) for a variety of national, state and local data reporting requests, including the AHA Annual Survey, DATABANK, NHHA Reporting Suite, Human Resources Surveys and other special projects for NHHA and FHC as assigned.
- Act as Project Manager for the Uniform Health Facility Discharge Data System (UHFDDS) contract. Duties include serving as the liaison between State offices, contractors and all NH acute and specialty hospitals. Convene and lead regular stakeholder meetings, prepare meeting agenda and produce minutes. Navigate project obstacles, forecast potential barriers and remain focused on timeline and deliverables. Submit invoices in accordance with contract terms and prepare internal requisitions. Regularly apprise NHHA Contract Manager and senior leadership of project progress.
- Serve as the data lead for the FHC's Partnership for Patients initiative. Engage quality data personnel at participating hospitals; keep them apprised of timelines, deliverables and initiative goals/milestones. Offer local technical support for HRET-CDS, the online data repository and reporting tool. Develop and distribute reports to illustrate progress both at the individual hospital and state wide level.
- Represent the New Hampshire Hospital Association and Foundation for Healthy Communities as requested at external stakeholder meetings, forums and presentations as the health information and data subject matter expert.
- Convene the Financial Advisory Committee, as needed, to consider/discuss new health information and data reporting opportunities with membership.
- Create and maintain computer programs, databases and spreadsheets to analyze data collected by NHHA and FHC or data available through secondary sources.
- Produce a variety of internal and external reports utilizing tools such as Microsoft Excel, Microsoft Access and Crystal Reporting.
- Assist FHC grant directors/coordinators by sharing data and surveying knowledge.

**Required Skills and Knowledge:**

- Bachelor's Degree required; ideally in health management and policy, finance, statistics or similar degree
- Minimum one to three years' experience in healthcare financial analysis, healthcare operations analysis or health policy
- A strong understanding of and preferably experienced in health care and hospitals or with a membership/trade/advocacy organization
- A thorough awareness of health care current events/news and hospitals.
- Work requires broad knowledge and/or experience in maintaining and querying databases
- Ability to work both independently and with others
- Excellent written and oral communication skills, with an ability to present complex data in a simple, understandable way
- Excellent organizational skills and an aptitude for detailed problem solving
- Superior quantitative and computer skills
- Proficiency in Microsoft Word, Excel, Powerpoint and Access required. Crystal Reports or SAS statistical software (or equivalent) experience required.

**The NHHA and FHC are located at 125 Airport Road in Concord NH.**

**Please send a letter describing your qualifications and a resume to Sally Short (sshort@nhha.org) by February 8, 2019.**