UW HEALTH JOB DESCRIPTION

QUALITY DATA ANALYST

Job Code: 310052	FLSA Status: Exempt	Mgt. Approval: S. Ward	Date: February 2023
Department: Quality and Patient Safety		HR Approval: S. Whitlock	Date: February 2023

JOB SUMMARY

The Quality Data Analyst supports the organization by monitoring and analyzing quality performance data from internal and external data vendors. This person will leverage their skills in quality payment programs and quality metrics to communicate quality metric definitions, performance, and benchmarks. The Quality Data Analyst will assume an expert role in performing analytical assignments using the Vizient Clinical Database and other analytical tools. This person must be exceptional at using complex data to understand trends and help clinical leaders and key stakeholders improve clinical outcomes. Incumbent must have a high degree of organizational skill and be detailed oriented. They will be responsible for the quality and coordination of data collection, entry, analysis, submission and report preparation, presentation of data, benchmarking, and outcomes review

MAJOR RESPONSIBILITIES

- Monitors the external landscape with regards to all publicly reported metrics and quality payment programs
- Supports organizational leaders in understanding quality payment programs and current performance
- Performs data analysis work for complex projects and is responsible for the timely completion and quality outcomes/analysis
- Strong ability to define problems, collect and analyze data, interpret results, ensure validity of conclusions, and make clear, succinct, and logical recommendations for improvement
- Translate data into performance improvement opportunities to improve overall quality of care in alignment with the UW Health metric priorities and domains
- Responsible for environmental scanning, keeping current with regulations and accreditation requirements and the impact on quality measurement and organizational financial performance
- Serve as a subject matter expert in Vizient Clinical Database Reporting/Scorecards and the US News and World Report HDI Platform
- Collaborate with individuals from across the system to better understand workflows and processes that impact quality metric performance and measurement
- Assist with the annual CMS MIPS submission and provide analytical support as needed
- Assist with the Primary Care Compensation Program and provide analytical support
- Develop the process for generating and reviewing data integrity reports to confirm complete, consistent information within data systems
- Submit data for payor quality contracts and maintain all audit logs and documentation
- Maintains records related to operations and services that are complete, accurate, available and in compliance with all legal, regulatory and policy requirements
- Represent the Department in its network relationships with various entities and organizations, vendors, and professional organizations and to UW Health

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in Computer Science, Business, or Healthcare related field.
	Preferred	Bachelor's degree in healthcare related field. Coursework in quality management and/or statistics. Knowledge of medical terminology and clinical experience. Project management skills a plus
Work Experience	Minimum	Two (2) years of experience in quality surveillance/reporting and analysis (provider or payor)
	Preferred	Five (5) years of experience in quality surveillance/reporting and analysis (provider or payor)
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		• Ability to work independently and be result oriented • Strong ability to track data, analyze and interpret numbers, and make recommendations based on data synthesis in a clear and logical representation to management and peers

- Ability to interpret/analyze patient outcomes
- Proven ability to establish productive relationships with a wide variety of health care professionals
- Demonstrates professional standards surrounding data access, data security, data sensitivity, and data confidentiality.
- Advanced verbal and written communication skills.
- Advanced interpersonal relations skills, ability to effectively collaborate with others and work as part of a team.
- Ability to initiate and follow through on complex projects of both short and long term duration.
- Advanced organizational and time management skills.
- Advanced critical thinking and problem-solving skills.
- Demonstrated attention to detail.
- Able to use Microsoft Office tools including Microsoft Excel to analyze and manipulate data

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	**Sedentary:** Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	**Up to 10#**	**Negligible**	**Negligible**
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.