

# MedAmerica

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## BILLING SERVICES, INC.

**Title:** Senior Informatics Analyst

### **Summary:**

As part of the Data Analysis Team, analyzes, researches, validates and interprets data for MBSI's coding and billing operations leaders and staff. Contributes to the technical quality assurance process for the analytics team and tests/reconciles data for quality, integrity, validity and accuracy. Creates new and modifies existing processes, reports and dashboards; develops, tests, and implements standard and ad hoc reports that will enable data driven business decisions, analyzing and interpreting data trends.

### **Essential Duties and Responsibilities**

#### **Data Modeling, Analysis and Business Intelligence Lead**

- Lead data modeling and business intelligence analyst responsible for interpreting and evaluating user requests to design business intelligence solutions for multiple users in a complex business environment
- Lead Developer and Designer: designs, develops and validates dashboards based on customer needs using various data sources.
- Subject matter expert for business intelligence, best practices and content delivery via business intelligence dashboards and reporting systems.
- Provide ad-hoc reporting and data analysis for coding and billing operations leaders, staff, and client Medical Directors.
- Work with Database Administrator, Analysts and other departments within the company, to integrate data from across various system wide databases to produce cross departmental reports.
- Identify new data requirements and work with the Data Team to integrate the data into the data warehouse.

#### **Data Reporting**

- As part of the Data Analysis Team, run, validate and produce standard monthly ad-hoc reports.
- Define and execute routines to deliver scheduled periodic reports timely.
- Modify existing reports and write new reports and templates as needed.
- Responsible for maintaining and resolving issues with existing reports, in addition to developing new reports as needed to contribute to other aspects of the business intelligence team.
- Responsible for the development/maintenance of reporting procedures.
- Responsible for making recommendations or alternatives for improving processes in reporting systems.
- Responsible for communicating reporting changes, enhancements, and modifications to impacted parties so that issues and solutions are understood.

#### **Data Validation and Quality**

- Test/reconcile data for quality and accuracy.
- Conduct root cause analysis when data integrity issues are discovered.

- Automate QA processes.
- Work closely with Data Warehousing Team to validate external data sources
- Validate results of ad hoc and existing reports before distribution to clients

#### **Other Projects as Required**

- Work on special projects as requested.
- Analyze business needs, assess current technology solutions and make recommendations to meet future business needs.

#### **Problem Solving & Decision Making Authority:**

- **Decision Making Authority:** Moderate; must be able to respond to questions from managers independently, must be able to work independently and to make decisions in absence of team leaders.
- **Problem Solving:** High; includes a high-level of critical-thinking and the ability to respond to, interpret, validate and deliver information based on complex data requests. He/she must have the ability to troubleshoot & resolve data issues. Must be able to research materials and effectively present information in a meaningful way. Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

#### **Minimum Qualifications:**

- College degree preferred with a minimum of three years' experience analyzing data, writing complex queries and reports.
- Strong working knowledge of business intelligence / reporting tools such as Qlikview, Business Objects WEBI 4.0, Qlikview, preferably in a healthcare setting.
- Strong working knowledge of relational databases and experience with SQL is strongly desired.
- Working knowledge of data exchange methodologies and standards is preferred.
- Experience in a healthcare and/or billing operations environment.
- Ability to synthesize complex data and write concise reports.
- Ability to effectively present information and respond to questions from managers.
- Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.
- Strong analysis, design and development abilities with programming experience desired
- Strong working knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Access.
- Demonstrated ability to learn computer languages quickly.
- Experience performing data queries and working with multiple databases. Ability to work with numbers and statistical equations comfortably.
- Strong written and oral communication skills.
- Experienced individual who is able to act with independent initiative within established guidelines.
- Detail oriented individual with the proven ability to work effectively under conditions requiring critical thinking, speed and accuracy.
- Organized and flexible individual able to handle multiple tasks and varying priorities in deadline-oriented environment.
- Effective as a team leader where appropriate and supportive as a team member where appropriate in a positive, collaborative, and participatory manner.

- Demonstrated self-learner interested in continued professional development and personal growth.
- Highly professional demeanor showing discretion and confidentiality with respect to client and company issues.

### **Why Apply at MBSI?**

We offer an EXCELLENT work environment as well as an OUTSTANDING benefit package and a COMPETITIVE wage. Benefits include: medical, dental, vision and life insurance; company matching retirement plan (**120% up to 6%!**); EAP, flexible spending accounts, paid time off, 9 paid holidays, tuition reimbursement and much more.

Applications available at our website [www.medamericabilling.com](http://www.medamericabilling.com). Fax completed applications to 510-879-9134. Or pick up an application at our office 1581 Cummins Drive, Suite B Modesto, CA 95358. Only qualified applicants will be interviewed. Previous employment will be verified as well as a criminal background check.