



Position Title: Provider Network Data Analyst
Reports To: Vice President, Network Services
Division: Equality Health Network
Department: Network Development – EHN
Classification: Exempt
Revision Date: 01/03/2018

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggled with integrating into the traditional one-size-fits-all U.S. healthcare system.

The Provider Network Data Analyst is primarily responsible for supporting the Network Management team with data analysis, including updating and compiling provider data reports for health plans and internal departments. This individual is also responsible for the research, analysis and maintenance of payer contracts, provider database and database loads, provider participation roster, practice performance reports, and other network services projects.

Responsibilities:

- Complete monthly and quarterly provider network reporting requirements for contracted health plans
- Refresh the provider data files for our current health plans in order to review the network adequacy of our providers, and to analyze the claims utilization and cost performance of the specialty networks
- Create new and reconcile existing provider rosters for health plans and other business partners requiring rosters
- Assist department in reviewing network accessibility (including quarterly geo-map analysis)
- Support the department to track and complete periodic audits from health plans and clients
- Maintain proficiency of various internal software tools
- Ensure integrity of data entered into company systems and databases
- Assist department in reviewing network utilization, adequacy and accessibility (including quarterly geo-map analysis)
- Work on various special projects and ad-hoc reports as needed
- Conduct research via the internet, from internal software programs and spreadsheets, or from health plan directories; present research in various formats as requested
- Ensure adherence to department and organizational standards, policies and procedures, including HIPAA
- May be required to work outside of regular business hours as necessary

Required Knowledge, Education & Experience:

- Bachelor's degree in Business, Data Analytics, Healthcare Administration or related field; or, an equivalent combination of education and/or experience
- Minimum three (3) years of experience in a directly related role in the healthcare industry
- Proficiency with Microsoft Office applications (including Excel) and web-based technologies
- Basic understanding of risk and value-based contracting

Highly Preferred Skills, Abilities & Qualifications:

- Experience with provider databases and provider data management including MS Dynamic CRM
- Basic familiarity with payment alternatives such as fee for service, capitation, global budget, performance compensation and episode of care payment
- Basic familiarity with patient and practice risk adjustment mechanics and premium-based payment methodologies
- Basic understanding of patient and practice risk adjustment mechanics, APR; HCC/RAF
- Basic understanding of conventional payment methodologies (CMS-RBRVS)
- Experience with database management in a healthcare setting
- Demonstrated ability to gain acceptance and compliance from provider and staff and achieve a mutually beneficial outcome
- Excellent problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Excellent verbal, written and interpersonal communication skills
- Able to convey complex or technical information in a manner that others can understand, and able to understand and interpret complex information from others