UB|MD ORTHOPAEDICS & SPORTS MEDICINE

Job Title   <u>Data Analyst</u>

Direct Supervisor's Title   <u>Data Manager</u>

FLSA Status   <u>Non-Exempt</u>

JOB SUMMARY

This person will be responsible for building, maintaining databases, and supporting management with the use of data. This person will generate reports out of the electronic medical record (MEDENT) as well as the patient reported outcomes database (OBERD). Integrate generated reports to analyze outcome questions as well as patient satisfaction improvement goals. This person will have a firm understanding of data, data capabilities, data principles, and a solid foundation on the presentation of data.

DUTIES

ESSENTIAL FUNCTION	Duty
☐	Proficiency in Microsoft Office Suite (especially Microsoft Excel)
☐	Maintaining Patient Satisfaction Database with data extracted from OBERD.
☐	Maintain organized and easily accessible files and records for OBERD and related studies in conjunction with the research department
☐	Maintaining Patient Outcomes Database
☐	Run reports and integrate data from MEDENT and OBERD
☐	Present and explain information in an accessible way (power point presentations to providers)
☐	Training new employees on the benefit and execution of OBERD system
☐	MIPS: Data reports from MEDENT to maintain government reporting requirements
☐	Collaboration with upper management on improvement goals requiring data backup
☐	Collaboration with upper management on financial reports requiring analysis
☐	Attend biweekly progress meetings and collaborate on improvements and project status
☐	Apply critical thinking to independently navigate issues
☐	Execute, maintain and design reports and data visualization using appropriate analytical software.
☐	OBERD outcome form assignment as needed

QUALIFICATIONS

1. **Education Requirements**
   i. **Bachelor's degree in analytics or mathematics, Master's degree is preferred.**

2. **Experience Requirement**
   i. **Medical data management**

3. **Skills and Competencies Requirements**
   i. **Proficiency in Microsoft Office Suite (especially Microsoft Excel)**
   ii. **Experience with Tableau, Power BI, or similar data processing software**

PHYSICAL ACTIVITY

Requires sitting and standing associated with a normal office environment. Manual dexterity needed for telephone and keyboard operation.

WORK ENVIRONMENT

Work is performed primarily in an office setting, with light to moderate noise levels

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.