Accountable: Vice President of Data and Strategic Analytics
Job Classification: Non-Exempt, Part-Time
Supervises: NA
Work schedule: 20-34 Hours weekly – Approximately 20 hours weekly with flexibility to accommodate class schedules

Position Mission:
Serve KHA members through data analysis, improvement of data integrity, distribution of reports and the support of member participation in all data programs.

Essential Functions -
• Administrative Data
  o Review Edit and Verification reports and follow up with data submission personnel to correct errors and improve data integrity
• Advantage Optics
  o Become familiar with the reporting tool to support hospital users
  o Attend training sessions
  o Establish standard set of reports for hospitals specific report packets
  o Distribute report packets to member hospitals
• KHA Hospital Charge Report
  o Review reports for consistency and accuracy
  o Follow up with hospitals as needed
  o Assist with distribution
• QHi
  o Learn basics of the program and the fundamentals of entering data, adding users and running reports
  o Recommend and test new functionality, participate in weekly calls, assist users with reporting questions
  o Provide back up to QHi Program Manager in support of users in the program
• Critical Access Hospital Quality Reporting Guide
  o Maintain current guidance by attending webinars, working with subject matter experts and gathering information from state/network leadership
  o Work with Communications to make updates as needed
• Reports for KHA Meetings
  o Run hospital specific reports for participants in CEO/CFO orientation, Data Committee and others
• Other Data and Analytics Duties Assigned
  o Provide data support, as needed, for various grant initiatives through KHA and Healthworks
  o Consider opportunities to more effectively use the data within KHA, explore outside data sources and make KHA data programs more visible.

Qualifications: Knowledge, Skill and Ability:
• Proficiency in Excel and Access
• Experience with data and analytics
• Health care background, preferred
• Ability to work independently and self-motivated
• Ability to meet deadlines and work under pressure with little or no supervision
• Ability to provide friendly, prompt customer service