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