Data Reporting Analyst
Updated October 3, 2024

Location: Richmond, VA – Hybrid

Department: Health Data Reporting and Information Technology

Summary
This is a hybrid position that is in-office Monday and Tuesday with a remote option for all remaining workdays.

Virginia Health Information (VHI) is seeking a **mid-career Data Reporting Analyst** to support the organization's healthcare data collection and reporting programs by conducting and interpreting data analyses and leveraging business intelligence tools such as Tableau and Excel to create and update reports and dashboards for clients. The Data Reporting Analyst will be responsible for ensuring data accuracy and compliance with regulatory standards, collaborating with stakeholders to meet organizational goals and communicating insights effectively. The ideal candidate will have familiarity with claims data, demonstrate strong critical thinking and analytical skills and excel in conveying complex information both verbally and in writing to both technical and non-technical audiences.

Primary Job Responsibilities
The Data Reporting Analyst works under the supervision of the Reporting & Analytics Manager.
- **Data Collection and Management**
    - Support a wide variety of data submission processes – gathering health-related data from various sources such as hospitals, health systems, insurance companies and state agencies consistent with program requirements and Virginia code
    - Ensure data accuracy, completeness and quality through validation and data cleansing processes
- **Data Analysis and Reporting**
    - Analyze health data to identify and interpret trends, patterns and insights related to healthcare quality, cost and utilization based on client and public reporting needs
    - Develop and maintain standard and ad-hoc reports, dashboards and visualizations to meet the needs of stakeholders such as healthcare providers, public health officials and policy makers
- **Stakeholder Collaboration**
    - Collaborate with internal and external stakeholders (e.g., program managers, government agencies, healthcare organizations) to understand reporting needs and ensure alignment with organizational goals.
    - Present findings to both technical and non-technical audiences, ensuring clear and concise communication of complex data.
- **Compliance and Regulatory Reporting**
    - Prepare and submit reports to meet state and federal regulatory requirements
- **Technical Skills and Tools**
    - Utilize data management and analysis tools such as SQL, Excel, R, or Tableau to process, analyze and present large data sets
    - Create and automate reporting processes to improve efficiency and accuracy
- **Documentation and Process Improvement**
    - Document data management processes, methodologies and reporting procedures
    - Continuously seek opportunities to improve data collection, reporting and analysis workflows
- **Respond to ad hoc requests and other duties as assigned**

Qualifications
- **Data Analysis & Interpretation**
    - Strong analytical skills to interpret healthcare data and draw meaningful insights
    - Experience with healthcare claims data or other health-related data sets
- **Business Intelligence & Reporting Tools**
    - Demonstrated proficiency in using **Tableau Desktop** for creating dashboards and reports
    - Advanced skills in **Microsoft Excel** for data manipulation, analysis and reporting
    - Familiarity with SQL or other query languages for data extraction and management (optional but preferred)

- **Critical Thinking & Attention to Detail**
  - Ability to analyze data trends, identify key metrics and solve complex problems through data-driven decision-making
  - Drive to ensure accuracy and consistency in data reporting, identifying discrepancies and maintaining high-quality data standards
- **Communication**
  - Strong verbal and written communication skills for explaining complex data concepts to non-technical stakeholders
  - Experience in creating clear, concise reports and visualizations for diverse audiences
- **Collaboration & Stakeholder Management**
  - Ability to work effectively with internal teams, clients, and external stakeholders to meet reporting needs and program goals.
- **Compliance & Regulatory Knowledge**
  - Familiarity with healthcare reporting regulations and data privacy standards (e.g., HIPAA)
  - Understanding of state and federal healthcare reporting requirements (e.g., APCD or HIE) a plus
- **Technical Troubleshooting & Process Improvement**
  - Ability to identify and resolve data discrepancies or issues related to reporting processes or systems
  - Skills in process optimization, automation of reporting tasks and workflow improvements

Minimum Qualifications
- **Education**
  - Bachelor's degree in data analytics, health informatics, public health, information technology or a related field
- **Experience**
  - Mid-career level experience (approximately 2-4+ years) in data analysis, business intelligence or healthcare reporting roles
  - Experience working with healthcare data (claims data, quality measures, etc.) is highly preferred
- **Technical Proficiency**
  - Advanced knowledge of **Tableau Desktop** and **Microsoft Excel**
  - Experience with database query tools (e.g., SQL) is a plus
- **Healthcare Knowledge**
  - Understanding of healthcare data systems, health insurance claims and related terminologies a plus
- **Problem-Solving Skills**
  - Ability to troubleshoot issues related to data quality, data management or reporting processes
- **Regulatory Reporting Experience**
  - Familiarity with state and federal healthcare reporting programs and compliance requirements (preferred).

Work Environment/Culture
VHI is a 501c3, quasi-governmental organization founded in 1993 whose mission is to improve Virginia's healthcare by collecting, connecting and reporting meaningful data. VHI is a small, non-profit organization and functions as a collaborative team environment.

Starting Salary Ranges (based on experience): $65,000 - $85,000 per annum. VHI offers a highly competitive benefits package on par with public and governmental entities.

The Application Process: Individuals desiring to be considered for this position must submit a resume and cover letter to HR@vhi.org before **October 31, 2024**. Applications received after the closing date will not be considered. Applicants are encouraged to submit work samples and be specific regarding job-related knowledge, skills and abilities.