



Technical Business Analyst

Classification: Exempt

Reports To: Integrations Manager

Company

MyHealth Access Network is a 501(c)(3) non-profit organization offering physicians and patients the most effective, cutting-edge technology available in health care information. Patient care is improved because providers and specialists have direct access to one another to collaborate on patient care. Providers are able to instantly access patient health information through a secure connection.

MyHealth and its stakeholders also recognize the need to coordinate care with many different agencies, catering not only to a person's physical health but to all the social determinants of a more healthful life. Our organization believes in the 5 rights of health information: Right patient, right provider, right information at the right time in the right setting. We believe in the individual right to privacy and security and we value a healthy community.

JOB DESCRIPTION

Manages internal and external data management and data quality activities, including technical vendor management.

Essential Functions

1. Develops dashboards and workflow automation for data integrations and other technical services processes.
2. Monitors technical vendor performance and participates in managing performance issues.
3. Provides technical support Patient Centered Data Home initiatives, Social Services Information Exchange, and similar program initiatives.
4. Develops information and presentations for Board of Directors and Committees thereof.
5. Participates in special projects as directed by the Director.
6. Communicates effectively with co-workers and vendors, both technical and non-technical, to identify, discuss and work through barriers to success.
7. Develops competence and experience in industry-standard practices for information technology.
8. Active learning. This position requires identification of matters that are relevant to tasks at hand and to proactively seek out educational materials and opportunities to gain mastery over relatively short time frames for systems and standards that may not be easily anticipated.

Competencies:

1. At least 3 years relevant experience, plus Bachelor's degree in Computer science systems, Medical Informatics, and/or comparable degrees and/or additional field experience. Health care background is a plus.



2. Objective and creative problem solving skills.
3. Strong experience with Microsoft Office and SQL tools. Experience with Python, Tableau (or Power BI), Pilotfish, and/or other similar data processing engines preferred.
4. Understanding of healthcare terminology
5. Strong collaboration/teamwork skills
6. Good organizational skills
7. Good time management skills
8. Strong written and verbal communications skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:30 a.m. to 5 p.m. and must work 40 hours each week to maintain full-time status.

Travel

Occasional travel may be required in support of customers, primarily local and statewide.

AAP/EEO Statement

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The following are always expected:

- Comply with employee handbook
- Be prompt and on time
- Communicate clearly
- Treat others with respect
- Maintain confidentiality where appropriate
- Be honest and open with questions, concerns, and feedback for others