

Job Title

Business Analyst

Reports To

Business Analyst will report to the Accountable Health Communities Program Manager.

Job Overview

The Business Analyst role will be part of a cross-functional team able to collect and analyze data, turn project requirements into reports and conduct quantitative analysis of information for one or more of MyHealth's strategic projects including the Accountable Health Communities project and the organization as a whole.

The AHC model is a plan to support local communities in addressing the health related social needs of Medicare and Medicaid beneficiaries by bridging the gap between clinical and community service providers. Social needs include housing instability, food insecurity, utility needs, interpersonal violence and transportation.

Responsibilities Include:

- Collect and analyze project data turning project requirements into custom reports
- Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions
- Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management
- Analyze financial information to produce forecasts
- Identifies financial status by comparing and analyzing actual results with plans and forecasts
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials
- Create dashboards, custom reports and presentations
- Create documentation for future reference, training and support purposes
- Serve as a liaison between technical groups, project staff and finance staff
- Assist with data quality assessment process
- Increase productivity by developing automated processes for reporting

Preferred Requirements and Skills:

- Bachelor's required in related technical or business field
- 2+ years of associated work experience
- Practical application ability with Microsoft Office and Visio. Experience with Tableau beneficial
- Detailed analytical abilities
- Experience with data management and reporting
- Ability to deliver detailed and complex business communications via reports and presentations
- Experience in working in fast-paced and team-oriented delivery environment

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.

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.

About My Health Access Network:

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. Through a secure connection, providers are able to instantly access patient health information. 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.

We believe the five rights of health information: Right patient, right provider, and 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.