



Analytics Associate

Our established Medical Management Company is built on more than 100 years of collective experience in the managed care (healthcare) industry. We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients.

We are looking for a super star candidate as our full-time, on site or remote, **Analytics Associate**. The primary purpose of this position is to assist in the collection, validation and analysis of data into meaningful reports for management decision making, and operational support. Provides administrative support to include the development and maintenance of data dictionaries, user manuals and other data system documentation.

Position Requirements:

- Must work well both independently and in a team setting.
- Requires ability to perform a variety of complex tasks requiring exercise of independent judgment.
- Requires strong attention to detail and the ability to stay focused while working on a project.
- Must be able to work on several projects at a time.
- Must be extremely proficient with Microsoft Office applications, including Excel and Access.
- Requires the ability to speak, read, write and understand English and other general educational skills.
- A Bachelor's Degree from an accredited college or university in the field of Business Administration, Management Information Systems, Computer Sciences, or a related field is required.
- Requires the ability to read and understand provider contracts and health plan benefit documents.
- Requires a basic understanding of medical terms, practices and coding (CPT, HCPCs, ICD-9, Revenue, etc).

Primary Responsibilities:

- Track, edit and implement data flows across databases. *
- Triage inbound data requests to ensure understanding of business need and completeness of request. *
- Assist in database development & management. *
- Applies knowledge of healthcare and critical thinking skills in the analysis of business requests and makes recommendations for solutions to solve challenges.
- Evaluates processes and performs requirements analysis, including process mapping, stakeholder analysis and specification gathering/ *
- Updates and maintains all data related documentation including the development of Work Instructions, User Manuals and data dictionaries. *
- Utilize available tools for report writing such as SQL, Crystal Reports, NGS Work with Queries, and Microsoft Access to provide technical reports for all Physician Data Trust departments. *
- Collaborate with end users to gather report requirements, clarify request and uniqueness of data, and offer alternative solutions, if appropriate. Provide support to end users on standardized and ad hoc reports. *
- Present data in a way that is clear, concise and meaningful to the staff.
- Demonstrate outstanding communication skills to translate reporting requests in order to accurately meet the actual information and deadline needs of requestors.



- Educate requestors as to appropriate and desirable parameters to ensure they get the information they need.
- Assist with the design and development with data warehouses.
- Recommend improvements on the current reporting systems including tools, services, and standards that will streamline the work effort and improve data quality and integrity.
- Maintain knowledge of reporting and analytical tools by staying current with new technologies and business processes.

Our leadership operates within the highest level of integrity and respect, empowering staff with a strong support system. We are offering a solid opportunity with a growing company including full benefits, paid holidays and a competitive compensation within a progressive, friendly work environment.

If you consider yourself a qualified, stellar candidate driven to demonstrate your initiative and reliability, please submit your resume with "**Analytics Associate**" as the subject to jobs@pdtrust.com.

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~