MEDICAL DATA ANALYST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for collecting and analyzing health and medical data from multiple sources and developing comprehensive reports and statistical information to be used by management, administrative and/or medical professional personnel in either the Westchester County Department of Health or the Westchester Medical Center. Responsibility includes the development of administrative controls, and of recording and reporting procedures in the tabulation of the data to insure accuracy, relevancy, consistency, and timeliness.   Work involves the establishment and maintenance of effective working relationships with medical, professional and administrative personnel.   Incumbents must be familiar in the use of electronic equipment in storing, compiling and reporting medical data in various formats to meet information needs.   Supervision may be exercised over a small number of clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research using data collection methods, patient charts, medical records, health statistics and epidemiological data to extract vital and relevant information pertaining to program objectives and reporting requirements;

Establishes and implements administrative and systems controls over data collection methods to ensure conformance with and relevance to specific Department of Health and/or Westchester Medical Center program requirements;

Functions as part of a team to develop the parameters, based on existing information and data, of the model from which to begin collecting and analyzing data;

Conducts analysis and evaluation of data showing various trends, and service indicators;

Operates, monitors and manages automated equipment to ensure data is processed according to program instructions and with a minimum of errors or malfunctions;

Maintains, modifies and develops personal computer based data processing and software applications;

Acts as liaison with Information Technology, professional and technical staff, and/or vendors providing contracted services;

Evaluates new reporting requirements and develops modifications to existing information systems to satisfy these requirements;

Provides training and technical assistance to in-house users to help ensure smooth workflow and develop employee skills;

Reviews user manuals and system applications, and may suggest revisions to accomplish operational objectives;

Controls data storage to insure an effective retrieval system;

EXAMPLES OF WORK: (Cont'd)

Prepares reports including supportive charts and other graphic material giving interpretation of collected data, and prepares forecasts needed for program planning;

Establishes and maintains detailed records and files of supportive documentation for future referral;

Develops format for reporting information to meet regulatory requirements and management information needs;

Provides professional consultation to medical professional staff on data and trends reported;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the research methods and procedures used in conducting medical data analysis; good knowledge of the application of automated information systems in meeting medical data reporting requirements; knowledge of program planning and evaluation techniques; ability to compile, analyze and interpret medical data and forecast trends; ability to work well with medical professionals; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) two years of experience where the primary function of the position was the statistical analyses of health or medical data using statistical software or other relevant software such as SPSS, SAS, Access, ECLRS, CDESS or Oracle; or (b) two years of experience where the primary function of the position was systems analysis of health or medical data programs which included analyzing and reporting health or medical data.

SUBSTITUTION: A Master's Degree* in Epidemiology, Biostatistics, or Statistics or a Master of Public Health with a concentration in Epidemiology or Biostatistics or a Master's Degree which included a minimum of 9 credits in Epidemiology and/or Biostatistics may be substituted for both years of the required experience.

NOTE: Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.   Job Class Code: C1686
J. C.: Competitive   Job Group: X
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1