Healthcare Data and Report Analyst

Do you have an interest in healthcare data and an aptitude for solving complex problems?

Allan Collautt Associates, Inc. (ACA), a small behavioral health data management and consulting firm in the suburban Philadelphia area, seeks self-motivated, detail-oriented, entry-level professional for the full-time position of Healthcare Data and Report Analyst to join our team. Job responsibilities focus on analyzing and querying behavioral health data maintained in a complex relational database environment. The position provides a challenging opportunity for a highly motivated individual to gain experience with Microsoft SQL Server technologies and expertise in the management and interpretation of healthcare administrative data.

Responsibilities:
- Analyzes health plan claims and eligibility data maintained in complex relational databases
- Generates ad hoc reports and queries to address internally identified needs and client help desk inquiries
- Researches and investigates data processing errors
- Develops and maintains familiarity with internal, proprietary SQL Server database structures
- Works collaboratively with database developers and business analysts to identify and resolve problems and to address client needs
- Develops and maintains familiarity with relevant statutory behavioral health data reporting specifications and Electronic Data Interchange (EDI) requirements
- Assists in updating in-house proprietary software to reflect required changes to data processing and reporting specifications
- Participates in the development, maintenance and documentation of reporting data warehouse
- Participates in software testing and quality assurance, especially as it pertains to data processing and reporting
- Performs routine file processing and eligibility maintenance tasks, as needed

Education and Experience Requirements:
- Candidate must have a bachelor's degree; applicable fields include the behavioral and social sciences, computer science, healthcare administration and health policy
- Strong computer skills required, including proficiency with Microsoft Windows, Excel, and Word
- Attention to detail and accuracy a must
- Excellent analytic, interpersonal, and communication skills, especially written communication skills
- Prior work experience in the healthcare or human services industry a plus
- Experience in one or more of the following areas:
    o Querying relational databases using SQL
    o Microsoft SQL Server Reporting Services design and development, or similar report design and development experience (e.g. Microsoft Access or Crystal Reports)
    o Managing data sets in Microsoft Excel or Access
    o Analyzing healthcare data communicated in X12 transaction sets

ACA Offers:
- Competitive base salary
- Attractive benefits package
- Pleasant, modern working environment
- Professional level employment policies

ALLAN COLLAUTT ASSOCIATES, INC.

To Respond:
Send resume, cover letter, and salary requirements to: DA@acainc.com