

# Behavioral Health Reporting and Data Analyst - Hybrid

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

Allan Collaunt 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 Behavioral Health Reporting and Data 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.

## Behavioral Health Reporting and Data Analyst 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

## Behavioral Health Reporting and Data Analyst 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:
  - Querying relational databases using SQL
  - Microsoft SQL Server Reporting Services design and development, or similar report design and development experience (e.g., Microsoft Access or Crystal Reports)
  - Managing data sets in Microsoft Excel or Access
  - Analyzing healthcare data communicated in X12 transaction sets

## ACA Offers our Behavioral Health Reporting and Data Analyst:

- Competitive base salary
- Attractive benefits package
- Hybrid schedule (3 days in office and 2 days work from home)
- Pleasant, modern working environment
- Professional level employment policies



## To Respond:

Send resume, cover letter, and salary requirements to: [DA@acainc.com](mailto:DA@acainc.com)