

Center For Health Information And Analysis Health Policy Analyst

The Center for Health Information and Analysis - Boston, MA - Full Time

The mission of the Center for Health Information and Analysis (CHIA) is to enhance the transparency of the Massachusetts health care system and to provide objective, reliable information and meaningful analysis for those seeking to improve health care quality, affordability, access and outcomes. CHIA is the agency of record for Massachusetts health care information and acts as the principal repository for health care data collected by the Commonwealth and is responsible for maintaining such data in a secure payer and provider claims database, known as the Massachusetts All Payer Claims Database (MA APCD). By law enacted in 2012, CHIA was established as an independent agency of the Commonwealth. Prior to the passage of this law, many of the functions and responsibilities of CHIA were performed by the Division of Health Care Finance and Policy.

CHIA's Health Analytics and Finance (HAF) unit is seeking a Health Policy Analyst to provide financial analysis expertise and to support a variety of analytic initiatives within the unit. The HAF unit is responsible for a variety of functions within the agency, including analyzing and reporting on the financial performance of Massachusetts hospitals, physician groups, and other providers. The unit also closely collaborates with other CHIA teams to present comprehensive publications of the Massachusetts provider landscape.

The primary responsibilities of the Health Policy Analyst will include evaluating the financial condition and performance of various healthcare entities using industry established benchmarks and standards, including Generally Accepted Accounting Principles (GAAP). The analyst will also be responsible for assisting in the development and enhancement of provider financial data collection, maintenance, and reporting processes by building spreadsheets and databases, enhancing data analysis methodologies, and developing graphics and charts for report presentations.

This position will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days. The full time salary range for this position is \$58,401.20 - \$78,762.58 annually.

Specifically, the Health Policy Analyst will:

- Support the unit's financial data lifecycle, which includes reviewing and analyzing health care entities' audited financial statements and quarterly financial statements, reviewing financial and utilization data submissions from providers, identifying and reconciling data for use in aggregate databases, analyzing aggregate data, and presenting findings to a wide variety of audiences

- Support the development of study methodologies, metrics, and graphic displays for publications on hospital and other provider data, including CHIA's annual Hospital Profiles publication
- Serve as a subject matter resource to support a variety of financial and analytic projects across the unit and agency
- Participate in stakeholder meetings and training sessions with health care providers (hospitals, physician organizations, etc.) and other state agencies (HPC, EOHHS, DOI, AGO, etc.)
- Create data subsets and summaries in Excel or other statistical software programs for use by other staff and provide support to those staff in the use of the data
- Support the unit's commitment to improving analytic approaches by identifying national best practices
- Participate in cross-unit workgroups to enhance data management and analysis approaches
- Draft and implement quality assurance protocols to ensure accurate results
- Draft reports detailing research methods and findings for public audiences
- Provide assistance to providers with data filings
- Work independently as well as with teams in tracking completion of project components and meeting deadlines

Preferred Qualifications:

It is essential that the Health Policy Analyst have knowledge of health care financing concepts and a broad understanding of the health care provider sector and other key stakeholders. In addition, the Health Policy Analyst should be able to demonstrate:

- Strong knowledge of financial accounting concepts and practical application related to health care entities
- Demonstrated ability to analyze health care entities' financial statements
- Working knowledge of financial documents (e.g., audited financial statements) and knowledge of financial analysis techniques

- Strong Excel skills, including the ability to prepare and use advanced formulas, charts, graphs, and tables
- Working knowledge of Tableau or other data visualization software
- Strong interpersonal and communication skills, and excellent attention to detail
- Familiarity or experience using Access and/or statistical software (e.g., SAS) to manage data is preferred
- Working knowledge of the Massachusetts health care system
- Familiarity with approaches for synthesizing and analyzing data
- Ability to conduct literature reviews on a variety of topics in health care and health policy
- Ability to manage workload to simultaneously advance several projects with overlapping deadlines; and
- Ability to work effectively both independently and in a team environment

Minimum Entrance Requirements:

Applicants must have at least three years of full-time, or equivalent part-time, professional experience in business administration, health care planning or administration, public health policy or administration, human services policy analysis or administration or economics, the major duties of which included financial analysis of costs, expenses and revenue and/or the development, implementation and monitoring of financial payment systems.

Substitutions:

I. A Bachelor's degree with a major in health care administration, hospital administration, public health or health services administration, accounting, business administration, business management, public policy, public administration, economics, or similar degree may be substituted for a maximum of two years of the required experience.*

II. A graduate degree with a major in health care administration, hospital administration, public health or health services administration, accounting, business administration, business management, public policy, public administration, economics, or a similar degree may be substituted for a maximum of three years of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

BARGAINING UNIT: 06 NAGE, Reimbursement Systems Analyst II

CHIA is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Tonya Bourassa 617-701-8127.

In compliance with federal laws, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

SPECIAL REQUIREMENTS: None.

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