Passport Health Plan

Position Title: Program Analytics Manager - Biostatistician

Department: Behavioral Health & Business Development

Supervisor’s Title: Directors of Behavioral Health & Business Development

FLSA: Exempt

Salary Grade:

Revision Date: 9/12/14

Principal Accountabilities:

1. Oversees and organizes behavioral health and business development project data processes; aggregate and report findings, and assist in obtaining solutions to problems.
2. Designs and participates in the execution of analytical projects requiring multi-faceted data and provide information needed for making data driven business decisions.
3. Designs clinical program measurement methods targeted to improve quality of care and outcome for members in collaboration with the Behavioral Health and Business Development Directors.
4. Develops and implements metrics to track program progress against department/plan initiatives.
5. Coordinates internal and external data reporting for the programs.
6. Extracts and validates data for reports generated for use in the programs.
7. Evaluates and designs plans for measuring outcomes and tracking performance.
8. Interface with providers to ensure appropriate methods for data collection and transfer of data.
9. Works with appropriate individuals/vendors to facilitate compliance with Medicaid regulation, HIPPA, achievement of outcome scores for Healthcare Effectiveness Data Information Set (HEDIS), National Committee on Quality Assurance (NCQA) and other accrediting body.
10. Responds to and drafts correspondence regarding program evaluation including financial and clinical outcomes.
11. Performs other duties and projects as assigned.

Key Competencies/Success Factors:

- Lives and leads the values: Integrity, Community, Collaboration and Stewardship.
- Advanced knowledge of biostatistics.
- Strong research and analytical ability.
- Ability to work independently and take ownership of responsibilities.
- Detail oriented with excellent problem solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and organizational skills.
- Ability to handle multiple tasks at a time.
- Ability to work in a team environment.
- Understanding of health care industry with a comprehensive knowledge of managed care concepts.
- Sound knowledge of data analytical tools utilized including databases.
- Proficient experience using Outlook, Word, Excel and PowerPoint in a Windows operating system.

ADA Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stationary position: Must be able to remain in stationary position 75% of the time.
- Use of hands: Continuous use of computer, telephonic and other electronic equipment.
- Communicate: Frequent verbal and written communication.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position primarily works in a climate controlled based setting. The noise level and the work environment are moderately quiet.
Position Qualifications/Requirements:

**Education, Training and Experience:**
- Master's degree in biostatistics or related field
- 1-3 years of designing, measuring, and communicating outcomes for clinical programs including behavioral health experience preferred.
- Previous experience in managed care or a provider operated healthcare environment preferred.
- Minimum of 3 years of experience in data analysis, statistical analysis, and business modeling in healthcare and/or pharmacy industries preferred.
- Extensive knowledge of PCs and related software applications, such as Word, PowerPoint, Excel, Access, analytical tools and techniques preferred.
- Proficiency using SAS, PL SQL, RX Focus, or OBIEE preferred.

**Licenses, Registrations or Certifications**
- None Required