



Job Description

Data Analyst, Pharmacy & Supply

SUMMARY:

This role sits within the Data function and plays a key role assisting the Senior Data Analysts and management in the development of Craneware products.

As a Data Analyst you will work as a key member of the Data Team in support of the Supply (SCL) & Pharmacy (PCL) products offered by the Company. You will be responsible for researching healthcare supplies and pharmacy items with direction from the Senior Data Analyst and management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include below. Other duties may be assigned.

- Provide administrative support to the department including tracking receipt of client files and postback data
- Document and maintain all departmental processes and procedures
- Maintain secondary files necessary for the support of the products.
- Proactively manage the content accuracy of internal data tools as well as how this content is integrated into the solutions
- Collaborate and coordinate with internal teams to assist with content development
- Demonstrate knowledge of and compliance with Craneware administrative practices and requirements.
- Continuously monitor and stay up to date on technical, industry and business trends and take responsibility for personal development.
- Develop an understanding of the role Craneware tools play in serving our clients.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

SKILLS/COMPETENCIES:

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

EDUCATION:

Bachelor's degree in Business, Healthcare Management or related field; or equivalent combination of education and experience.

EXPERIENCE:

You must have at 4 years' experience working in a healthcare related field, coding, reimbursement or pharmacy where you have developed knowledge of Medicare coding & reimbursement methodologies and /or relevant healthcare experience in supplies or pharmacy background. A claims processing or coding background is preferred.

Previous experience with project management is also preferred.

You must be proficient in the suite of Microsoft Office products including Microsoft Word, Excel, Access and Outlook.

In addition CPC-H certification is preferred. You must be able to obtain this certification upon hire within the designated timeframe outlined by the company.