

Medical Data Analyst Job Description

Duties and Responsibilities:

- Apply statistical techniques, including statistical software packages, tabulation programs, and pivot tables to analyze large and complex datasets, and ensure the correctness of the analysis
- Provide technical and non-technical support with report preparation, including data posting and modification of report templates
- Develop and implement statistical analysis plans to tackle project objectives
- Provide clinical insight from the analysis of medical claims data
- Identify inconsistency and patterns in available medical data
- Generate reports for end users to support evidence-based decision making
- Responsible for developing and maintaining data collection software used for capturing and processing of case report form (CRF) data
- Responsible for the review of print and electronic CRFs for accurate skip patterns, data layout, and any other elements that may affect data integrity
- Appraise completed CRFs for incomplete, erroneous or contradictory data, and correspond with study participants to resolve any data queries
- Perform data cleaning, analyzing data in aggregate to remove incorrect entries
- Collaborate with data managers to create a study database and help address data related concerns.

Medical Data Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Applicants are required to have a minimum of Associate degree in Health Information Management or Information Technology, or in a related field
- Certification: They can also seek certification under the American Health Information Management Association to become a Registered Health Information Technician. It is not a requirement to be considered for the job, but it is an advantage to the applicant
- Knowledge: It is essential that they know medical terminology, anatomy, pharmacology, etc. It is also vital that they can code patient information and manage records as well. Recruiters also request that interested candidates have some clinical knowledge and experience working with healthcare claims data
- It is also important that applicants can perform statistical analysis and possess practical IT experience covering data warehouse, coding or ETL experience; advanced knowledge of SQL for data analysis, and skills in Microsoft Applications, including Excel and Access
- Collaborative skills: Applicants must be able to work effectively with people from different departments and key stakeholders on complex workgroup projects
- Detail orientation: Medical data analysts are required to guarantee the accuracy of the analysis provided; hence applicants must be individuals who are able to take a critical look at every input to achieve a high degree of accuracy
- Computer skills: Medical data analysts are also required to provide analytical support and generate reports for clinical initiatives, so it is crucial that applicants have advanced skills with Microsoft Office tools, especially PowerPoint, Excel, and Access, and Word for data analysis and presentation
- Excellent analytical skills: Applicants must have the skills needed to analyze data using statistical methods and software, and also to explain and draw logical conclusions from the analysis of complex data sets
- Communication skills: It is essential that they can articulate ideas, concepts, and quantitative information both verbally and in writing to audiences of various backgrounds

- Organizational skills: They must be highly organized individuals with the ability to manage records, prioritize tasks, and work effectively on multiple assignments.