

Job: Manager, Data Analyst and Support Services: Senior Data Manager and Analyst

Description:

If you're an analytical person at heart with great communication skills, opportunity awaits you! Health Management Associates, Inc. ("HMA") of Brockton, MA is seeking a highly skilled and driven Senior Data Manager and Analyst to take the place of our valued employee retiring after 20+ dedicated years. An important role to overtake, the ideal candidate will be up for the task, ready to share their talents and experience as they successfully grow with our company.

As a key component to the HMA team, the ideal candidate will:

- Be extensively experienced and proficient in Excel, Sage, and Altair Monarch Classic v15.4
- Be capable of working with our in-house data management and reporting system and possess a sound, working knowledge of computer systems overall
- Have a basic understanding of physician billing and third-party payors (desirable)

As the Sr. Data Manager and Analyst, you will hold an essential role in the day-to-day functioning of our team!

Responsibilities & Duties:

- Preparation of extensive data analyses as well as other client-related activities
- Management of all data and support functions, including staff oversight
- Extensive communication with the consulting staff
- Communication with outside IT and software retained advisors
- Management and use of the in-house system to prepare and update client revenue projections
- Use of Excel to calculate client payrolls and prepare other data analyses
- Management of the in-house database
- Liaison with Billing Staffs/Service Bureaus to resolve client issues
- Data Mining and Manipulation, Parsing, and preparation of data for upload into a database
- Creating Access Queries to extract the data from the database into Excel for further analysis.
- Responsible for maintaining the system integrity and security, in conjunction with our outside IT vendor.

Requirements:

- 5+ years of experience in Data Analysis
- Data base management capabilities
- Extensive knowledge of Excel
- Various business software knowledge listed above
- Supervision of Data staff and work processes
- Basic hardware troubleshooting

Qualified candidates should submit their CV and salary requirements to: ap@hmamass.com

Company Overview:

For over 35 years, HMA has led New England in healthcare consulting, providing physicians practice management, bookkeeping, and consulting services to physicians and hospital executives across Massachusetts, Rhode Island, and New Hampshire. Located on the Brockton/Easton line, our firm recruits talented and exceptional individuals dedicated to quality healthcare systems and is an Equal Opportunity Employer.