access health CT

Connecticut's Health Insurance Marketplace

# Analyst Position- HEALTH CARE DATA ANALYTICS
# $50,000 to $60,000

**Summary /Overview**

Access Health Analytics (AHA) is a division of Connecticut Health Insurance Exchange d/b/a Access Health CT. Reporting to the Executive Director, the Analyst will support the data analytics team with a combination of health data analysis and administrative duties in this newly formed organization that is charged with collecting health care information to inform issues of health care price and performance in Connecticut. This is an entry level position for someone interested in pursuing data analytics in the health field.

**Access Health CT Mission:** To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value. **Equal Opportunity and Affirmative Action Employer.**

**Essential Duties and Responsibilities:**

- Interact with internal and external workgroups, agencies, and companies to facilitate meetings and general communication.
- Handle requests for information and data
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements (including flights and hotel)
- Prepare agendas for meetings and prepare schedules
- Create department manuals and documentation
- Create analytical reports
- Support or take lead on projects as needed
- Conduct independent research, develop and gather data for internal initiatives
- Prepare presentations with input from team members
- Other duties as needed or directed

**Qualifications:**

- Interest in learning about and using analytics is essential. Prefer 1-2 years of experience in healthcare data analysis and/or related field.
- Willing to be trained on new applications for reporting purposes.
- Bachelor degree in health-related or other social sciences field
- Understand health care related issues and questions
- Have strong MS Office skills plus proficiency in any database application
- Detail oriented person with focus on accuracy
- Ability to work in a team environment and be flexible in taking on various projects
- Desire to work within a fast-paced environment

**Please email your resume and a cover letter. Note "Analytics" in the email subject line:**

**HRinbox.CTHIX@ct.gov**

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