



**Title:** Clinical Data and Quality Analyst  
**Status:** Full Time, Non-Exempt (40/hours per week)  
**Rate:** \$25-\$30 per hour (based on experience)  
**Location:** Akron and Cleveland

Asian Services In Action (ASIA) delivers trusted, high-quality, comprehensive, and multilingual health and social services to empower and support Northeast Ohioans. ASIA is the largest health and human services agency serving the Asian American/Pacific Islander (AAPI) community of Northeast Ohio. ASIA runs two federally qualified health centers—one in Cleveland and one in Akron—that specialize in linguistically and culturally competent care for immigrants and refugees.

Clinical Data and Quality Analyst serves as a data extraction and analysis expert at the clinic. Primary responsibilities include extracting data from various report portals to ensure compliance with accreditation requirements, quality improvement and grants. Secondary duties include assisting with EMR data and workflow reviews. This position reports directly to the Director of Operations/QI Manager, CMO, and CEO.

**DUTIES:**

- Ensures that data queries accurately capture clinical data from the Electronic Health Record (OCHIN Epic) as defined in the metric specifications in the reporting manual
- Analyzes, tracks, and examines patterns and trends to identify disparities and quality improvement opportunities to improve health system quality metrics and reduce gaps in care
- Produces and distributes reports that establish current statuses and trends of the performance of QI metrics to drive strategic planning
- Supports accurate and timely issue resolution and data reporting
- Able to communicate QI initiatives, issues and changes to clinical staff and others effectively
- Acts in a facilitative and consultative manner to assist the committee in the implementation of policies, plans and projects aimed at improving performance, achieving/maintaining compliance and accreditation or external (HRSA) Performance Review
- Works with the Chief Medical Officer and the QI committee to identify, plan and execute QI activities, including providing technical and workflow assistance to providers and other clinical staff
- Assists in Value-Based Care reporting, analysis, and training with QI Team members
- Troubleshoots & solves application problems, opening tickets with OCHIN or Azara or other data platforms when needed
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- Attends webinars & trainings relevant to the role
- Other duties as assigned

### **Extract patient and clinic data from EMR for reports**

- Be familiar with various reporting tools and portals such as Business Objects, Reporting Work Bench, Crystal Reports, Slicer-Dicer, Azara, etc
- Extract annual data for UDS report to HRSA
- Extract data for PCMH accreditation when requested
- Extract data for other grants and at the request of providers
- Extract data for any adhoc report requests

### **Assists EHR Manager and Support Specialist:**

- Be familiar with EPIC workflows for guiding staff
- Ability to navigate charts for analysis as it pertains to data verification with implementing new platforms, providing guidance of workflows when identifying gaps, and
- Keeps updated with changes in Epic that affect workflows

### **QUALIFICATIONS:**

- Minimum 1 year of experience with EHR software at an IT or super user level, preferably in a health care setting. OCHIN Epic or Epic experience needed
- Preferred Bachelor's Degree
- Familiarity with common computer applications (such as MS Office) and operating systems
- Ability to learn new software.
- Ability to work well with diverse staff
- Ability to fully document projects
- Ability to work on long-term projects with minimal oversight
- Ability to manage multiple projects concurrently
- Committed to seeing assigned tasks through to completion
- Supports agency mission and goals
- Good communication skills and ability to work well with non-technical staff
- Attention to detail
- Ability to have adequate transportation to attend multiple ICHC sites on a regular basis

### **CONTACT**

Please send cover letter and resume to [HRMANAGER@asiaohio.org](mailto:HRMANAGER@asiaohio.org). Visit [www.asiaohio.org](http://www.asiaohio.org). No phone calls please.

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