

Quality and Reporting Specialist

Bigfork Valley / \$29.45 - \$51.51 / Full-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full-Time/Part-Time Employees

- **Health Insurance:** Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- **Dental Insurance:** Bigfork Valley offers dental coverage through Delta Dental.
- **Vision Plan:** Bigfork Valley offers vision coverage through VSP Vision Network.
- **Healthcare and Dependent Care Flexible Spending Accounts:** Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- **Life Insurance and Long-Term Disability:** Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- **Retirement:** Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- **Employee Assistance Program:** Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- **Paid Time Off (PTO)** to offer a work-life balance.
- **Employee Referral Program**
- **Experience Pay Given**
- **Shift Differential**

Job Summary

Responsible for coordinating hospital quality improvement activities, regulatory and state reporting, operational and clinical data reporting, and business intelligence reporting. Ensures data accuracy, supports quality initiatives, monitors performance metrics, and provides meaningful reporting and analysis to support organizational decision-making. Assists with Health Information Management (HIM) department operations as assigned.

Quality Improvement & Regulatory Reporting

- Coordinate and support the hospital Quality Assessment and Performance Improvement (QAPI) program.
- Collect, validate, analyze, and report quality, patient safety, and performance data.
- Monitor hospital quality metrics and communicate performance trends and opportunities for improvement.
- Prepare and submit required federal, state, and regulatory quality reports.
- Assist with maintaining compliance with CMS Conditions of Participation, Critical Access Hospital requirements, and other applicable quality reporting programs.
- Support incident reporting, root cause analysis, corrective action planning, and follow-up monitoring.
- Coordinate quality data collection, abstraction, validation, and reporting for hospital departments.
- Monitor compliance with trauma, stroke, and other designated certification or reporting programs.
- Assist in preparing quality committee reports, presentations, dashboards, and meeting documentation.
- Support quality improvement projects through data analysis, measurement, and outcome tracking.

Job Summary continued

Reporting & Business Intelligence

- Develop, maintain, and distribute operational, clinical, financial, and quality reports.
- Design and maintain dashboards and reporting tools using Epic Reporting Workbench, Clarity, SlicerDicer, Power BI, Tableau, or other reporting platforms.
- Extract, validate, and analyze data from multiple systems to ensure reporting accuracy and consistency.
- Collaborate with department leaders to define reporting needs, key performance indicators (KPIs), and performance measures.
- Provide ad hoc reporting and data analysis to support operational, clinical, financial, and strategic initiatives.
- Support federal, state, and organizational reporting requirements, including quality and performance reporting programs.
- Maintain report documentation, report definitions, and data source specifications.
- Participate in system upgrades, testing, and report validation activities to ensure reporting continuity.
- Educate and support report users in understanding and utilizing available reporting tools and data resources.
- Ensure compliance with applicable data governance, privacy, security, and confidentiality standards.

Health Information Management Support

- Assist with Health Information Management (HIM) department operations as assigned.
- Provide front desk coverage, including greeting and directing patients, visitors, and vendors.
- Support HIM workflows and administrative functions as needed.
- Maintain confidentiality and security of protected health information in accordance with HIPAA and organizational policies.

About the Position

- Full-Time
- Days
- On-Site

Qualifications

- Associate's or Bachelor's degree in Healthcare Administration, Health Information Management, Nursing, Business Analytics, Public Health, Information Systems, or related field preferred.
- Experience in healthcare quality improvement, healthcare analytics, business intelligence, health information management, or clinical reporting preferred.
- Experience with healthcare regulatory reporting and quality metrics preferred.
- Experience with Epic reporting tools, Power BI, Tableau, SQL, or similar reporting platforms preferred.

*The hourly wage for this position is \$29.45- \$51.71/hour, with a median wage of \$40.58/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability