

California House Call Doctors Management, Inc.

303 W. Katella Ave., Suite 272

Orange, CA 92867

www.cahousecalldrs.com

DUTIES & RESPONSIBILITIES

Intermediate level responsibilities:

- With minimum supervision, report and present data in abstracts, graphs or summaries.
- Develop technical specs and develop and execute work plans that may involve more than one analyst. Prepare documents, correspondence and other communication materials to convey information to appropriate internal and external audiences.
- Participate on internal and external task forces and committees to provide analytical insights and support for implementation of new programs, products and services, and enhancements of existing systems.
- Participate in the design of reports that integrate data from multiple sources, including design of reporting systems and standardization of metrics and formats across departments and functional areas. Critically review and revise existing systems and applications for update and enhancement.
- Facilitate data reporting and analysis projects involving team members from multiple departments. Interact with internal and external customers to define reporting needs and specifications.
- Design and implement complex report programming according to specifications. Provide report documentation.
- Assist team members through training and mentoring.
- Seek and provide advice to analysts in other departments and business units regarding standardization of business rules and algorithms for analysis and reporting.
- Identify business risks relating to report design and production.
- Provide training and mentoring to designated team members.
- Make oral presentations about reports and reporting systems to key customers and users.
- Ad hoc analysis as requested.

QUALIFICATIONS & REQUIREMENTS

- MS Office, Excel and Access
- Ability to demonstrate superior analytical and problem solving skills
- Job Additional Education/Experience
- Demonstrated ability to work with all clinical coding systems (e.g., ICD9, CPT, DRG, LOINC, RxHUB)
- Knowledge with HCC Community Model for Medicare Part C
- Unix, SQL/PL-SQL
- Demonstrated ability to analyze, consolidate and communicate complex technical topics to all levels of staff (including but not limited to executives, business and technical managers, developers and system administrators) in verbal and written form
- Ability to demonstrate detail orientation, follow-through capabilities and skills in escalation of key issues
- Biotech, Business, Public Health, Pre-Med, Healthcare Administration degrees welcome.

TIME COMMITMENT

These are the periods of time requested by the employer:

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Applicants should then send a resume/cover letter to Dr. Jonathan Vera at jvera@cahousecaldrs.com. Please type "UCI Intern Application: your name" in the subject line.

CONTACT INFORMATION

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information contact Dr. Jonathan Vera at jvera@cahousecaldrs.com or call (714)633-1400, and visit their website at www.cahousecaldrs.com.