

<b>Position Title:</b>	Provider Data Integrity Analyst	<b>Company Division:</b>	Employers Health Network, LLC ("EHN")
<b>Department:</b>	Network Operations	<b>Position Type:</b>	Full-Time
<b>Location:</b>	Dallas, Texas	<b>Anticipated Salary Range:</b>	
<b>Reports to:</b>	Vice President, Operations	<b>HR Contact:</b>	careers@ehnlc.com
<b>Position Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are seeking a detail-oriented Provider Data Integrity Analyst to join our team, focusing on ensuring the accuracy and completeness of provider roster data. In this role, you will be responsible for maintaining high standards of data quality and integrity across our provider network. You will work closely with cross-functional teams, including operations and provider relations, to validate, update, and resolve any discrepancies in provider roster information.</p> <ul style="list-style-type: none"> <li>• Review, analyze, and validate provider roster data for accuracy and completeness.</li> <li>• Ensure that provider information, such as location details, specialties, and network participation status, is up-to-date and accurate.</li> <li>• Monitor changes in provider data, including onboarding, terminations, and updates, ensuring proper documentation and system updates.</li> <li>• Identify and investigate discrepancies or inconsistencies in provider data and take corrective actions as necessary.</li> <li>• Develop and implement data validation procedures to improve data accuracy and reliability.</li> <li>• Work closely with the data team to develop and optimize tools and systems for managing provider roster data.</li> <li>• Identify opportunities for process improvements to streamline data management workflows and enhance data quality.</li> <li>• Contribute to the development of best practices for maintaining provider roster data.</li> <li>• Perform routine audits of provider roster data to ensure compliance with internal standards.</li> <li>• Collaborate with Provider Relations and Operations to address data issues or concerns raised by internal stakeholders.</li> <li>• Create and maintain documentation for data entry guidelines, validation processes, and quality control procedures.</li> <li>• Provide regular status updates to management on data integrity initiatives and areas needing attention.</li> <li>• Stay informed about industry trends, regulatory changes, and advancements in provider data analytics.</li> <li>• Any other responsibilities assigned by his/her supervisor.</li> <li>• Abide by all obligations under HIPAA related to Protected Health Information (PHI).</li> <li>• If a HIPAA violation is discovered, whether individually or by another, you must report the violation to the Compliance Officer and/or Human Resources.</li> <li>• Attend, complete, and demonstrate competency in all required HIPAA Training offered by the company.</li> </ul> <p><b>SKILLS AND COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite and advanced MS Excel skills</li> <li>• Highly self-motivated and directed</li> <li>• Able to exercise independent judgment and take action on it</li> </ul>			

- Strong analytical and critical thinking skills and the ability to report findings in a concise and accurate manner
- Ability to effectively prioritize and execute tasks while under pressure
- Work cooperatively with people at all levels with respect and demonstrate the ability to respond appropriately in a variety of complex situations;
- Excellent verbal and written communication and presentation skills

#### **COMPETENCIES**

- Problem Solving/Analysis
- Technical Capacity
- Thoroughness
- Time Management
- Attention to Detail

#### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time, salaried position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., with occasional after-hours or weekend duties.

#### **TRAVEL**

This position may require 10% travel to Dallas, Texas.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business, Healthcare or Technology Analytics preferred
- Very Strong Microsoft Excel Skills
- At least 2 years of experience in data analysis, data management, or a similar role.
- Experience working with healthcare provider data, rosters, or directories is a plus.
- Familiarity with healthcare networks, provider contracting, or regulatory requirements (e.g., CMS, NCQA) is preferred.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	A Kitchen	Date:	3/4/2025

EHN and all entities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, EHN complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

EHN expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of EHN employees to perform their job duties may result in discipline up to and including discharge.

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Employee Printed Name\_\_\_\_\_