

**HEALTH POLICY ANALYST  
HEALTH SERVICES COST REVIEW COMMISSION**

**LOCATION:** 4160 Patterson Avenue, Baltimore, Maryland 21215

**MAIN PURPOSE OF JOB**

The Health Services Review Commission (HSCRC) is the state commission responsible for establishing hospital rates to promote cost containment, access to care, equity, financial stability, and hospital accountability. The HSCRC collects a large volume of hospital operating and performance data and applies numerous methodologies to these data while setting hospital rates. The HSCRC is seeking a Health Policy Analyst to work under the direction of the Associate Director for Research and Methodology. The Health Policy Analyst will utilize large volume inpatient and outpatient datasets to implement a wide variety of rate setting methodologies including case mix adjustment, uncompensated care calculations, reasonableness of charges, and hospital comparative screening tools. The Health Policy Analyst will serve as a project monitor for developing a user-driven data analysis tool and a dashboard reporting system.

**MINIMUM EDUCATION OR GENERAL REQUIREMENTS**

**EDUCATION:** Master's degree in Public Health, Economics, or other field which provided strong training in applied statistics and quantitative methods. A Bachelor's degree from an accredited college or university in Public Health, Computer Science, Economics, or other related field with two years of work experience in applied statistics and quantitative methods may substitute for a Master's degree.

**EXPERIENCE:** A minimum of two years experience working with large volume datasets, preferable health care data, and applying statistical methods to these datasets.

**TECHNICAL SKILLS:** Proficiency in SAS or other statistical programming application and a strong knowledge of MS office products such as Word and Excel is required.

Experience with SAS Enterprise Guide is preferred.

The ideal candidate will have knowledge of and experience with medical coding sets such as DRG, CPT, and ICD-9/10, as well as an understanding of medical information systems and billing processes.

**DESIRED OR PREFERRED QUALIFICATIONS**

Candidates should demonstrate the ability to work well independently and in teams.

Excellent oral and written communication skills will be invaluable in this role.

Candidate with experience documenting technical processes, such as standard operating procedure development, is preferred.

## SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Applicants certified to list will receive eligibility for a period of one (1) year.

Eligibility may be extended beyond one (1) year period. For Recorded Job Information Call: 410-767-6018.

Please apply online; however, the paper application may be submitted to DHMH, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. All applicants are required to submit a cover letter and resume. The paper application must be received by 5 pm, close of business, September 30, 2013. No postmarks will be accepted. Incorrect application forms will not be accepted.

If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258.

### To Apply Online:

<http://www.jobaps.com/MD/sup/BulPreview.asp?R1=13&R2=009255&R3=002&Viewer=Admin&Test=Y>