



HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES, INCLUDING ALLIANT HEALTH PLANS JOB DESCRIPTION			
JOB TITLE:	Data Analytics Intern	LOCATION:	Dalton, Georgia
DEPARTMENT:	Data Analytics	REPORTS TO:	Director of Finance

Job purpose

The Data Analytics Intern performs routine business analysis using various techniques, such as statistical analysis, explanatory and predictive modeling, and data mining. Researches best practices and supports developing the solutions and recommendations for the current business operations.

Data Analytics Internship Program Details

The Alliant Health Plans Data Analytics Internship Program provides an opportunity for undergraduates to sharpen their skills and gain experience solving real-life problems using data. Health insurers use data daily to guide decision-making, assess risk, price premiums, and steer strategy. Through the Internship Program, students learn and practice skills in data analytics, predictive modeling, and basic actuarial principles that apply data to real problems facing Alliant Health Plans. Interns will contribute to Alliant’s mission and help improve the health and well-being of the communities we serve. Interns will collaborate with seasoned full-time analysts and have opportunities to meet and learn from senior management. The Alliant Health Plans Data Analytics Internship Program is a paid, ten-week program, allowing as many as twelve interns to participate at a time. The program consists of classroom-based learning for technical skills and insurance concepts, group activities, participation in consulting meetings with stakeholders, teambuilding activities, biweekly book club meetings, and collaboration with peers on deliverables. Interns will present results of their projects to management and bring suggestions for actionable results from their study and work.

Interns will be divided into teams (no more than four on a team) to work on group projects, and also be given smaller, individual projects to complete. Types of projects interns will complete include:

- Analysis of past claims to look for patterns
- Creation of models to predict future claims
- Analysis of authorization data to predict future claims
- Assisting actuaries in rate filing development
- Modeling impact of benefit designs on consumer purchasing behavior
- Modeling of provider contracts
- Risk Adjustment Analysis
- Profitability analysis for particular disease states
- Analysis of clinical pathways
- Provider network analysis
- Analysis of impact of regulatory or legislative changes
- Efficiency analysis of departmental processes or procedures

Skills interns will learn are:

- SQL/Excel

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- Basic Actuarial Principles
- Modeling
- Health Insurance Concepts
- Health Policy Concepts
- Financial statement analysis
- Strategic planning processes and inputs

For purposes of employment, interns are temporary, full-time employees of Health One Alliance and are held to the same standards as all other employees.

Duties and responsibilities

- Works with variety of stakeholders to identify analytical needs
- Analyzes claims and pharmacy data to identify trends
- Performs root cause analysis on emerging issues
- Develops models for evaluating decisions
- Tests hypotheses using credible statistical methods
- Provides business data interpretation
- Produces ad hoc data and reports
- Assists in developing or implementing systems to capture business operation information
- Other duties as may be assigned
- Regular and predictable attendance

Qualifications

- Bachelor’s Degree in Statistics, Accounting, Mathematics, Computer Science, Business, or related field, completed or in process
- Understanding of statistical methods, with programming experience in R or SAS preferred
- Basic proficiency with SQL
- Advanced Microsoft Excel skills
- Excellent communication skills

Competencies

- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

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- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
- **Computer skills** - Skilled with computers, takes advantage of new technology, learns new tools quickly, uses technology to enhance job performance
- **Decision making** - Able to reach decisions, takes thoughtful approach when considering options, seeks input from others, makes difficult decisions
- **Dependability** - Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **Initiative** - Takes action, seeks new opportunities, strives to see projects to completion
- **Job knowledge** - Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.
- **Planning & Organizing** - Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **Quality** - Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services

Physical, Mental, Environmental & Working Conditions

Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule.

Version:	Owned By:	Executive Review/Approval:	Date:	Choose One: Initial - Review Only - Revised
1.0	Human Resources	Joe Caldwell, CFO Wes Sanders, Director of Finance	03/3/2018	Initial
1.1	Human Resources	Joe Caldwell, CFO Wes Sanders, Director of Finance	1/11/2019	Revised