



Position/Job Title: Data Coordinator
Reports to: Manager, Health Information Systems
Posting Date: 04/22/2022
Job Code: 220
Pay Class: Exempt

Summary:

Reporting to the Manager of Health Information Systems, the Data Coordinator is responsible for designing and producing routine data reports from IHP's data warehouse and from health plan data. The Coordinator prepares routine and ad-hoc reports, evaluating data to ensure data integrity. The Coordinator is responsible for troubleshooting and investigating data related issues for various health plan incentive programs. The Coordinator is responsible for first level data entry and analysis.

Essential Functions:

1. Designs and generates routine and ad-hoc data reports from health plans, interface data, and internal data repository for IHP staff, providers, health plans, grantors, community partners, and other reporting entities.
2. Collaborates with internal and external subject matter experts to provide data needed for physician practice transformation.
3. Conducts first level data analysis of health plan data, conducts additional research as needed, and generates recommendations for management and other program leads.
4. Evaluates report outcomes and trends to ensure data integrity and to identify factors impacting performance. Presents findings to subject matter experts, management, and outside groups.
5. Assists in the development and management of Microsoft Access databases, including the development of forms, queries, and reports.
6. Maintains IHP equipment and SharePoint site and assists in equipment and software training.
7. Assists in implementation and validation of interfaces with practices, labs, and other reporting entities.
8. Manage receipt, storage, and distribution of health plan data.

Additional Responsibilities/Duties:

(The following examples are intended to be descriptive but not restrictive.)

1. Collaborates with Health Information Systems (HIS) team members and other IHP team members to support implementation of IHP's strategic HIS goals and outcomes.
2. Develops positive and productive relationships with current and potential IHP clients and vendors.
3. Attends and actively participates in meetings with health plans, state-wide data groups,

- and internal workgroups.
4. Presents data at select IHP meetings.
 5. Participates fully as a member of the HIS team, including participating in culture development and building a strong team for delivering IHP's mission.
 6. Demonstrates commitment to providing outstanding customer service in a manner that is reflective of IHP's mission, vision, values, organizational context, code of conduct, and customer service standards.
 7. Identifies opportunities for continuous improvement, develops related plans of action, and implements process and documentation improvements.
 8. Committed to continuing professional development.
 9. Maintains a working knowledge of applicable Federal, State and local laws and regulations, IHP's Compliance Program & Code of Conduct as well as other policies and procedures, in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.
 10. Performs related duties as assigned.

Education/Experience

Required Education and Experience:

1. Bachelor's degree in information technology, mathematics, business or related field or in another field with requisite experience required.
2. One year of related professional experience, including a strong working knowledge in database development, data connectivity, data analysis or a related field.
3. Must be proficient in Microsoft Excel and Access.
4. Experience and/or ability to work with diverse populations.

Preferred Education and Experience:

1. Experience working in health care.
2. Experience working with SharePoint and Tableau.

Professional Competencies, Licensure/Certification, Etc.:

Competencies:

Communication	Analytical skills
Interpersonal skills	Grammar and spelling skills
Customer relations skills	Problem solving skills
Computer skills	Organizational skills
Microsoft Excel, Word, Access	Intermediate-Advanced math skills
Demonstrate and maintain high level of accuracy	Time management skills
Accurately type 45-60 words per minute	Conflict resolution skills

Licensure/Certification: N/A

Other Requirements:

For the health and safety of our workforce and our community, all employees of Integrated Health Partners are required to be fully immunized for COVID-19.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a desk-bound role; however, frequent movement throughout the office is required. Frequent sitting, standing, and walking are daily activities. Some bending and filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday. Hours of operation are typically 8:00 a.m. to 5:00 p.m. with some scheduled evening events. Work hours may vary by position with some positions requiring extended workdays depending on business needs. A typical work week for an exempt position averages 45 hours worked per week.

Travel:

This position requires up to 5 percent travel. Majority of travel will be in Southwest Michigan; however, additional travel may be required as needed.

The above statements are intended to describe the general nature and levels of the work performed and are not exhaustive lists of all duties, responsibilities, knowledge, skills, and abilities and working conditions associated with the job. As changes occur IHP reserves the right to modify the above description.