



Position/Job Title: Data Coordinator
Manager: Manager of Health Information Systems
Approved/Revised Date: March 4, 2019
Job Level: 220
Classification: 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 population management system and from health plan data. The Coordinator prepares routine management reports and other ad hoc reports as necessary. 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 analysis.

Essential Functions:

1. Designs and generates routine and non-routine data reports from health plan, registry data, and data housed in a repository for IHP, providers, and other reporting entities including performance reports, and various trend reports.
2. Consults with subject matter experts and prepares special reports for individual physicians, clinics, or organizations as a whole reflecting outcomes within IHP's contracts with UnitedHealthcare Community Plan (UHCCP), Meridian Health Plan (MHP), Aetna, and other collaborative groups.
3. Collaborates with practice coaches and subject matter experts to provide data needed for physician practice transformation.
4. Creates reports and manages data related to IHP's care management incentive programs.
5. Trains new staff members on use of IHP's population health system.
6. Creates ad hoc reports as requested, including preparation of data reports and comparative data for grants, advisory councils, and committees of IHP.
7. Evaluates report outcomes and trends and identifies factors impacting performance. Presents findings to subject matter experts, management, and outside groups.
8. Expert on IHP's population health management system. Responsible for submitting monthly eligibility and claims reports to vendor, assigning patients within system to Population Health team, and generating reports to track program performance.
9. Leads internal initiatives related to patient risk stratification.

Additional Responsibilities/Duties:

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

1. Retrieves and maintains data files from health plans, including generation and

- distribution of routine reports.
2. Conducts first level data analysis of health plan data, conducts additional research as needed, and generates recommendations for management and other program leads.
 3. Collaborates with Health Information (HIS) team members and other IHP team members to support implementation of IHP's strategic HIS goals and outcomes.
 4. Develops positive and productive relationships with current and potential IHP clients and vendors.
 5. Participates fully as a member of the HIS team including participating in the Mastermind process and building a strong team for delivering IHP's mission.
 6. Attends and participates in meetings with health plans, HIS, and other groups within IHP.
 7. Presents data at select IHP meetings.
 8. Demonstrates commitment to providing outstanding customer service in a manner that is reflective of IHP's mission, values, and customer service standards.
 9. Maintains a working knowledge of applicable Federal, State and local laws and regulations, the Compliance Accountability Program, Code of Ethics, as well as other policies and procedures in order to insure adherence in a manner that reflects honest, ethical and professional behavior.
 10. Performs related additional duties as assigned.

Education/Experience (Minimum Requirements):

Bachelor's degree in information technology, mathematics, business, or related field required.

Experience:

- One to three years of experience in database development, data connectivity, data analysis or a related field is required.
- Must be proficient in Microsoft Excel and Access.
- Knowledge in Tableau and/or Power BI preferred.
- Experience working in health care preferred.
- Clinical experience preferred.
- Experience in SQL preferred.

Specific Knowledge, Skills, Licenses, Certifications, Etc:

Skills:

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

Licensure: N/A

Comments: Commitment to continuing professional development. Experience working with diverse populations.

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.