



Position/Job Title: Data Coordinator
Reports to: Manager, Health Information Systems
Posting Date: June 26, 2019
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 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 entry and 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 health plans.
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 systems.
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 one of IHP's systems. Responsible for submitting monthly eligibility and claims reports to vendor, assigning patients within system, and generating reports to track program performance.
9. Leads internal initiatives related to health plan incentives.
10. Manually reports data from practice's electronic medical record to health plans monthly.

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 Systems (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. Attends and participates in meetings with health plans and other groups within IHP.
 6. Presents data at select IHP meetings.
 7. 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.
 8. 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.
 9. Identifies opportunities for continuous improvement, develops related plans of action, and implements process and documentation improvements.
 10. Committed to continuing professional development.
 11. 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.
 12. 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 to three years of related professional experience, including a strong working knowledge in database development, data connectivity, data analysis or a related field is essential.
3. Must be proficient in Microsoft Excel.
4. Experience and/or ability to work with diverse populations.

Preferred Education and Experience:

1. Knowledge in Access preferred.
2. Experience working in health care preferred.
3. Clinical experience preferred.

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

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.