



**Position/Job Title:** Data Specialist  
**Reports to:** Manager, Health Information Systems  
**Posting Date:** 07/22/2020  
**Job Code:** 200  
**Pay Class:** Technical/Operations, Non-Exempt

**Summary:**

Reporting to the Manager of Health Information Systems, the Data Specialist is responsible for producing routine and ad hoc data reports from Integrated Health Partners' (IHP) data warehouse and from health plan data. The Data Specialist is responsible for all first level data entry in health plan portals and IHP's internal systems.

**Essential Functions:**

1. Produces 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 and trend reports, and comparative data for grants, advisory councils, and committees.
2. Extracts data from practice electronic medical records and manually reports to health plans monthly
3. Collaborates with practice coaches and subject matter experts to provide data needed for physician practice transformation.
4. Collaborates with Population Health team to provide data needed for performance management.
5. Submits monthly eligibility and claims reports to vendor, assigning patients within system, and generating reports to track program performance.
6. Trains and supports IHP staff on IHP's virtual meeting platform.
7. Trains member practices to use IHP's retinal eye machine.

**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. Collaborates with Health Information Systems (HIS) team members and other IHP team members to support implementation of IHP's strategic HIS goals and outcomes.
3. Develops positive and productive relationships with current and potential IHP clients and vendors.
4. Attends and participates in meetings with health plans and other groups within IHP.
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. High School Diploma or equivalent and 1-2 years of related professional experience with Excel, including a working knowledge in data entry and/or data reporting.
2. Experience and/or ability to work with diverse populations.

Preferred Education and Experience:

1. Associates degree preferred.
2. Experience working in health care 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                           | Intermediate math skills    |
| Demonstrate and maintain high level of accuracy | Time management skills      |
| 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. Non-exempt full-time positions are scheduled for a 40-hour work 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.

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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.