



POSITION DESCRIPTION

CLINICAL INFORMATICS DATA INTEGRITY SPECIALIST

Reports to: Clinical Informatics Manager

Position Status: Non-Exempt

Supervises: N/A

Effective Date: 06.01.2021

GENERAL SUMMARY

This position is responsible for oversight of data integrity for Centers for Medicare & Medicaid Services (CMS) reporting requirements, data management, monitoring, and troubleshooting of submissions. Position uses multiple internal and external systems for submissions, preparation, error correction, verification, troubleshooting, and reporting.

DUTIES AND RESPONSIBILITIES

1. Responsible for CROWNweb daily, weekly, monthly, and annual clinical data submissions, troubleshooting, analysis of error patterns, and error correction.
2. Responsible for 2744 and depression screening submissions.
3. Prepares summary reports for routine and special projects.
4. Creates and updates procedures and other documentation.
5. Supports department in completing, tracking, and finalizing 2728, 2746, and patient moves in internal and external systems.
6. Supports the development of clinical reports and data dashboards by verifying data meets requirements specifications.
7. Participates in projects and process improvement groups.
8. Liaisons and supports clinics with EQRS system cleanup activities.
9. Provides backup to department employees.
10. Manages Clinical Informatics helpdesk tickets to SLAs.
11. Supports clinical operations with regulatory reporting.
12. Provides overflow support for IT Helpdesk group.
13. Other duties as assigned.

PLANNING

The position is responsible for participating in planning, development, training and implementation and any new updates to systems as required. Assists in planning an implementation of EQRS Network projects.

SUPERVISION and COORDINATION

The position does not supervise other persons. Self-direction, strong organizational skills and the ability to work unsupervised are required.

DECISIONS

Typical decisions include: troubleshooting and correcting problems, evaluating requests, how best to handle unusual situations, and making sure that procedures are observed. The decisions are based on established procedures and practices.

JOB CONDITIONS

1. Ability to communicate effectively in English on the phone, in writing, and in person.
2. Ability to use a computer and business software efficiently.
3. Requires high degree of attention to detail.
4. Ability to work with a high degree of self-discipline, including effectively prioritizing and demonstrate flexibility to complete duties on time.
5. Requires interpersonal skills to handle frequent contact with a broad range of staff.
6. Physical activities require the ability to stoop, kneel, crouch, and reach; stand, walk, push, pull, lift; use fingers to manipulate items, grasping, feeling; talking, hearing, repetitive motions of hands, wrists, fingers and good eye-hand coordination.
7. The physical requirements include the ability to lift/move objects weighing up to 50 pounds infrequently, and lift/move objects weighing up to 35 pounds more frequently.
8. Duties are performed in an office environment and is not substantially exposed to adverse environmental conditions.
9. The ability to independently identify problems, assess possible countermeasures, select the most appropriate response and be proactive in providing a solution in a timely manner is required.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

High school diploma or GED required; college preferred. At least 2 years previous data integrity experience in a medical office setting; Dialysis setting

preferred. Computer skills proficiency including; Microsoft Word, Excel, Outlook, and PowerPoint.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



06.01.2021

Date



Vice President of Human Resources
& Chief HR Officer

06.01.2021

Date