



OPPORTUNITY TITLE:	Data Quality Coordinator	DEPARTMENT/ DIVISION:	Data and Quality
DESIRED START DATE:		REPORTS TO:	Director of Data and Quality
CATEGORY:	Full Time	WORK LOCATION:	Grand Junction/ Remote Offices (blended)

Opportunity Summary:

The Quality Project Coordinator's primary role is to coordinate QHN's eCQM program reporting solution which may be used by the State of Colorado's Medicaid APM program, Clinically Integrated Networks, ACO's, CMS MIPS program, Private Payers and other Stakeholders. The role requires an understanding of Clinical Quality Measures, the ability to work well with professionals in clinical practices and requires a strong communication skills. The role requires skill with project management, business development, time management, and interpersonal relationship building skills to compel diverse internal and external stakeholders to work well together.

The Quality Project Coordinator will also support the Data and Quality team in coordination of other quality projects to offer an evolving suite of analytics services designed to support data analysis, measurement reporting, population health, and quality initiatives throughout the QHN region.

Duties/Responsibilities:

The Quality Project Coordinator is responsible for day-to-day operations of the eCQM program including.

- Source data analysis
- Quality measure data validation
- Development and implementation of eCQM program communications and trainings
- Provider and Clinical staff training
- Internal and external stakeholder communications and collaborations
- Oversees management of Quality Measure Software Vendor Contract and communications
- Ensures timely availability of accurate performance metrics, presented in a format understandable to various audiences
- Leverages technology to maximize efficiency and accuracy
- Ensures development of new competencies and up to date on changes to performance measure specifications.
- Identification and understanding of requirements needed to implement data interfaces to and from source systems to QHN for Quality measure reporting.
- Assists in the development of interface testing and implementation plans for quality reporting.

- Manage assigned projects and time
- Support the Data and Quality team to develop new markets for analysis services offered by QHN; works with customers to identify new business opportunities and with staff to develop content and services to meet market needs
- Champions the QHN culture

Required Skills/Abilities:

- Significant experience in quality measurement, eCQM/HEDIS/STARS/MIPS, interpretation of clinical measure data, medical record review
- Working knowledge of current computer technology, good keyboarding skills, and productivity tools including Microsoft Office and Excel.
- Strong analytical skills/ability to translate complicated data into useable information, including analysis of practice variation.
- Successful experience managing complex projects beginning to end with accountability for outcomes, demonstrated organizational and project management skills to manage complex projects through effective planning, tracking, and resource allocation to meet business objectives and timelines.
- Good understanding of the organization's goals and objectives.
- Working knowledge of applicable data privacy practices and laws.
- Ability to apply critical thinking skills to assigned tasks
- Ability to work in highly dynamic fast paced teamwork environment
- Proven history of creating effective support documentation
- Effective oral and written communication skills

- Ability to creatively solve problems while working with limited resources or with vague guidance
- Advanced proficiency with Microsoft Office products (Word, Excel, PowerPoint) and collaborative tools

Education and Experience:

- Bachelor's degree, LPN, RN, CPHQ, CCS, RHIT, RHIA, CDEO, CPMA, CPC, CRC, CHCA **or** similar credential or equivalent professional experience.
- A minimum of 3 years of experience in healthcare quality focused roles that include performance metrics and/or medical record audits, i.e eCQM, HEDIS, Stars, CMS, MIPS or similar experience.

Physical Requirements:

- This position involves work in office and/or remote environments, eight or more hours daily
- Fully vaccinated against COVID-19 or willing to submit a religious or medical exemption as required by law