**Supervisor:** Medical Records Supervisor

**Summary:** This position is responsible for data entry into the PECS system for the Diabetes, Cardiovascular Disease and Depression collaboratives. The Specialist will also work with the Director of Quality Management to collect and compile data for periodic patient care reviews, including Immunizations, Health Maintenance and Hypertension. Additional data collection areas may be added as the Health Collaboratives and prevention programs broaden their scope.

**Essential Duties and Responsibilities:**

* Enter data on a daily basis for the collaboratives.
* Prepare and post monthly reports to national reporting website.
* Prepare, print and distribute reports as directed.
* Track registry patients.
* Prepare and post Excel files for Prenatal and PAP log.
* Attend collaborative meetings, take minutes and type for distribution.
* Participate in collaborative conference calls.
* Conduct chart audits as directed and provide data to Performance Management review.
* Attend PECS training sessions, in-person and on-line.
* Perform other duties as requested by supervisor or management.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working in the administrative office may expose this position to sensitive and/or confidential information that must be held in confidence.

**Education and Experience:** A high school diploma or GED, and one year’s experience in a health care setting is required. Proficient computer skills for data collection and work processing, and ability to troubleshoot problems in collecting and entering data, are also required.

**Work Record:**A demonstrated work record showing good attendance, punctuality, dependability and the ability to work well with supervisors and coworkers as part of a team effort is preferred.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to sales personnel, patients, and staff. Fluency in writing/speaking Spanish would be an asset.

**Mathematical Skills:** Ability to calculate figures and amounts such as sliding fees, discounts, proportions and percentages. Ability to apply concepts of basic algebra. Mathematical accuracy and attention to detail are essential skills for this position.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Team Work:** Ability to work and interact effectively and positively with other staff members to build and enhance teamwork in the clinics and in the overall [CHC] organization.

**Sensitivity to the Needs of Special Populations:** Ability to understand and respond appropriately, effectively and sensitively to special population groups served by [CHC]. Special population groups include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, handle papers, type and operate computer equipment; reach with hands and arms; talk, see and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** Work is performed in a typical business office environment. Some trips by automobile to other sites in [state] may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.