

JOB DESCRIPTION: Associate Data Submissions Coordinator**EXEMPT/NON-EXEMPT:** Non-Exempt**EMPLOYMENT CATEGORY:** At-will, office administration**FULL-TIME/PART-TIME:** Part-time**POSITION HIRED BY:** Chief Information Officer (CIO)**SUPERVISOR:** CIO**MANAGEMENT RESPONSIBILITIES:** Personnel – No, Resources – No

POSITION OVERVIEW: The Associate Data Submissions Coordinator for Lakeshore Regional Entity (LRE) is an information technology position reporting to the CIO which carries out the strategic initiatives of the organization through the monitoring and submission of inbound and outbound data flows supporting all areas of the Lakeshore region including state and federal data reporting requirements, data analytics data sources, and data flows supporting the business needs of both internal and external partners as required.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems, Engineering, Statistics, or related field, or any combination of certifications, experience and education to meet the essential functions of the position (or currently actively pursuing a bachelors, or higher, degree)
- 1 year or more experience in information technology/information systems projects through either employment or educational experiences (or a combination of both)
- Experience using Microsoft SQL Server query language or willingness to learn through on-the-job training and/or computer-based training classes
- Knowledge of and experience with common computer-based business office productivity applications (word processing, spreadsheet, presentation software and web browsers)
- Flexibility to occasionally meet critical obligations outside of normal business hours

ADDITIONAL PREFERRED QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems, Engineering, Statistics, or related field.
- Experience using Microsoft SQL Server query language to view and gather data from a SQL database
- Experience presenting/visualizing data in graphs or charts to help show/explain a trend or issue
- Experience with computer application systems design and implementation
- Experience working in a Community Mental Health Services Program or Prepaid Inpatient Health Plan (PIHP)
- Knowledge of Michigan's Mental Health Code and Public Health Code governing substance abuse services

REQUIRED SKILLS & ABILITIES

- Excellent organizational skills and ability to prioritize workload
- Good interpersonal and human relations skills
- Excellent verbal and written communication skills
- Ability to solve complex problems
- Use of a personal computer (PC) for administration and communication including use of Microsoft Office

- Ability to use and access to cellular telecommunication
- Access to reliable transportation
- Ability to work remotely from home when requested to do so

POSITION REQUIREMENTS

- Qualified candidates will have exceptional process control skills and meticulous ability to perform and document complex tasks with reliable consistency.
- Will learn to perform and/or oversee submission of encounter data, Patient Registry, demographic [BHTEDS] data, and other required data reporting to MDHHS and other regulatory agencies.
- Will learn to perform submission tracking and status reporting: Inbound, outbound and reconciliation, with status reporting of activity including volume / completeness / timeliness, with regular analysis of change over time and performance against expectations by submitter.
- Will learn to perform and document manual data extracts and uploads/downloads as need.
- Builds regional relationships with CMHSP Members to foster administrative efficiencies.
- Perform oversight of various automated data submission processes (including basic troubleshooting with escalation when needed).
- When needed, split MDHHS region-wide files by CMHSP and disseminate – including BHTEDS Completeness Details, LOCUS Completeness Details, and others as appropriate.
- Assists with PIHP Software System Monitoring, Oversight and Maintenance – Including but not limited to:
 - Provider Enrollment (add, update, remove)
 - Merge Case Records
 - CPT/HCPCS Code Maintenance
 - Assist with software module development planning, testing, training and deployment
 - Field basic technical requests: forward/escalate when needed
- Participates in workgroups and project groups as assigned.
- Supports the principles of recovery for the populations served within the LRE region to improve health and wellness, live self-directed lives, and individual achievement of one's full potential.
- Capably articulates the values and principles representing the region.
- Complies with organizational policies and procedures, including code of conduct and attendance policy; and policies resulting from the HIPAA privacy rules regarding individually identifiable health information concerning individuals served or employed by the Provider Network.
- Occasional travel to other sites and locations to attend meetings or perform work as needed.
- Perform other duties as assigned.

COMPENSATION

This is a part-time hourly position, potentially with additional benefits. Hybrid work environment may be negotiated. Hours per week and rate of pay are yet to be determined. The schedule will be set in conjunction with the needs of the organization and under the direction of the Chief Information Officer.

ENVIRONMENT & SAFETY

MINIMUM PHYSICAL REQUIREMENTS

- Exerts/lifts up to 50 pounds occasionally and/or up to 15 pounds frequently and/or up to 5 pounds constantly to move objects
- Ability to frequently bend, stoop and kneel
- Ability to sit for extended periods of time
- Ability to travel offsite for various meetings, activities, and events
- Ability to use computer, telephone, copy machine and various office equipment.

WORK ENVIRONMENT

- Normal office environment
 - Occasional work during non-business hours
 - Occasional in-state travel
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The LRE is committed to protecting the privacy of its consumers and shall strictly govern the disclosure of any consumer information to anyone other than a staff/agent or staff member involved in the care and treatment of that consumer. Staff/agents shall also comply with the LRE Confidentiality Policy, the Michigan Mental Health Code as well as the HIPAA Privacy requirements and all applicable regulations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.