

Job Description

Job Title	Data Programs Project Specialist		
Reports to	Senior Director, HIT & PDS		
Effective Date	January 1, 2020	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$17+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

The Data Programs Project Specialist provides support for two state mandated data programs administered by the North Carolina Healthcare Association. The position is the key point of contact for submitters of data for these programs, which include both member hospitals and healthcare systems as well as ambulatory surgery centers. Work activities include supporting submitters with technical difficulties when submitting or accessing data; onboarding new organizations to the data programs and maintaining member records for all individuals and organizations associated with the programs in the Association Management Software system. In addition, the employee will be responsible for ensuring all applicable contracts and amendments are in place to support data submission to the program.

RESPONSIBILITIES

- Create and maintain working relationships with member hospitals and ambulatory surgery center contacts with regard to data programs.
- Provide assistance to members in maintaining meaningful use attestation letters
- Monitor data submission of HL7 and other related feeds
- Manage contracts for data programs including:
 - Adherence to contract compliance checklist
 - Updating utilization matrix
 - Contract maintenance and storage electronically & in hard copy
 - Generation of facility ID numbers for new facilities
- Coordinate between legal department and Strategic Partners on data program contracts
- Invoicing for data programs to member hospitals (in tandem with dues statements) and ambulatory surgery centers (ASCs).
- Updating demographics for ASCs and health systems, to include updating with IBM and Hospital Industry Data Institute (HIDI) systems

- Surveillance of newly opened or change in status of ASCs to ensure compliance with Patient Data System state mandate
- Update and maintain association management system database for PDS & NC Hospital Emergency Surveillance System (NCHESS) data submitters/receivers, as well as provisioning process for HIDI users
- Customer service for members and ASCs regarding data programs
- Assistance with onboarding new data submitters (ASCs) and those undergoing systems changes requiring reconfiguration of data feeds in both PDS and NCHESS programs
- Liaison between HIDI and NCHA on technical issues
- Liaison between IBM/Truven and NCHA on NCHESS technical issues
- Provide project management assistance on new initiatives and ongoing projects
- Support in organizing in-person meetings, conference calls and webinars regarding data programs
- Maintain up to date knowledge of meaningful use standards, admit/discharge/transfer (ADT) and HL7 feeds.
- Additional duties, as assigned

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Works closely with other data and IT team members, member services, legal and Strategic Partners staff.

EXTERNAL RELATIONSHIPS

- Has frequent contact with members and other individuals and organizations.

EDUCATION AND EXPERIENCE

- Working knowledge of healthcare clinical and claims data and a variety of electronic medical records systems.
- Minimum education requirement is a bachelor's degree or equivalent in relevant field
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal, computer, written and oral communication skills.
- Proficient in Microsoft Office, including Word, Excel, Outlook and PowerPoint
- Ability to establish and maintain effective working relationships with co-workers and managers.
- Ability to plan and coordinate special projects, systems and day-to-day operations
- Experience in data entry for contact databases (demographics)
- Working knowledge of Mac computers

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Uses a computer throughout the workday.
- May require occasional travel (or change travel expectation as appropriate).

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, sexual preference, or other protected status.