

## Job Description

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|-----------------------|---|--------------------------|----|
| <b>Job Title</b>      | <b>Data Programs Project Manager</b>    |                          |    |
| <b>Reports to</b>     | VP, Planning Strategy & Member Services |                          |    |
| <b>Effective Date</b> | May 1, 2021                             | <b>Manager of People</b> | No |
| <b>FLSA Status</b>    | Exempt                                  | <b>EEOC Class</b>        | 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 Manager 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. This position also augments NCHA data analytics and information technology team.

### **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.
  - Assist vendor technical team with onboarding to Strategic Partners data offerings.
- Invoicing for data programs to member hospitals (in tandem with dues statements) and ambulatory surgery centers (ASCs).

- Surveillance of newly opened or change in status of ASCs to ensure compliance with Patient Data System (PDS) state mandate.
- Customer service for members and ASCs regarding data programs.
- Work with Hospital Industry Data Institute (HIDI) systems to provide state databases to membership.
- Update and maintain association management system database for PDS & NC Hospital Emergency Surveillance System (NCHES) data submitters/receivers, as well as provisioning process for HIDI users.
- Updating demographics for ASCs and health systems, to include updating with NCHES and PDS.
- Assistance with onboarding new data submitters (ASCs) and those undergoing systems changes requiring reconfiguration of data feeds in both PDS and NCHES programs.
- Liaison between HIDI and NCHA on technical issues.
- Liaison between CareEvolution and NCHA on NCHES technical issues.
- Liaison between state government partners and vendors as well as members on technical issues and program development.
- Responsible for state government contracting including annual renewals.
- 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 in a variety of levels.
- Has frequent contact with state government.
- Has frequent contact with vendors.

### **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.
- Experience with SQL.
- Working knowledge of HIPAA compliance and data security protocols.
- 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.
- Working knowledge of Mac computers.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Uses a computer throughout the workday.
- May require occasional travel.

*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, or other protected status.*