

POSITION DESCRIPTION

Data Specialist (2)

Working under the guidance of the Data Quality Manager, the Data Specialists collaborate with the CQM Supervisor, Epidemiologist, and IT specialist to support data activities relevant to the Ryan White Part B program. *This position is not available for telework and requires full-time in-office work at a MSDH facility.*



JOB SUMMARY

The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Data Specialist for the Mississippi Ryan White Technical Support program. The Data Specialist is responsible for collecting, entering, reporting, and ensuring the quality of various reports and databases for the Mississippi Ryan White Part B program. These databases are updated on a daily, weekly, monthly, quarterly, and annual basis to analyze and make recommendations to RWPB management. This position ensures the accuracy, integrity, and security of program data while also supporting the development of data-driven insights to improve program outcomes. The Data Specialist works closely with the Data Quality Manager and Clinical Quality Supervisor to maintain compliance with HRSA guidelines and to support quality improvement initiatives.

Salary Range (*Dependent on Experience and Education*): \$50k

DUTIES

Data Analysis and Reporting: 50%

- Produce periodic operations reports including:
 - HAB Measures (CAREWare)
 - Operations reports for Medical, Dental and Behavioral Health
 - Electronic Dental Record reports
 - Electronic Health Record reports
- Create and present quality dashboards to the RWPB Management Team, HIV Planning Council, and other leaders, as needed
- Conduct periodic chart audits (clinical and case management)
- Support the completion of the Ryan White HIV/AIDS Program Services Report (RSR)
- Report quarterly HAB measures and HAB measure project work to Quality/Performance Improvement Team
- Prepare data submissions for HRSA and other relevant stakeholders
- Analyze reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports (for example, CAREWare/EHR)
- Gather data for and create mandated reports for RW Services. When requested, compile reports for submission to the Board of Health and Health Commissioners.

Data Management and Integrity: 20%

- Maintains and update program databases, ensuring accurate data entry, processing, and storage.
- Performs regular data audits to identify and correct discrepancies
- Develops and implement data quality assurance protocols
- Analyze program data to generate report that inform program decision-making and compliance with HRSA requirements
- Analyze and problem solve issues with current and planned systems as they relate to the integration and management of patient data (for example, review for accuracy in record merge, unmerge processes)
- Develops user-friendly documentation and resources to support consistent data practices across the program
- Monitors for timely and accurate completion of select data elements
- Maintains roster of all Ryan White (RW) patients and providers – track billing to ensure appropriate billing to RW Parts based on patient demographics
- Develops monthly billing report for submission to Grants Financial Manager for monthly all RW Parts

- Develops and implement mechanisms to track annual caps on charges for RW qualifying patients

Support Quality Improvement Initiatives: 20%

- Collaborates with the Clinical Quality Supervisor to identify trends and areas for improvement in clinical outcomes
- Participates as an active member of the RW Services Team and attend related meetings
- Support Ryan White supported quality efforts

Technical Assistance and Training: 10%

- Performs other administrative duties as assigned, but only when trained to do so

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Requirement:

- Bachelor’s degree in data science, Public Health, Healthcare informatics, Information Technology, or a related field
- Two (2) years of experience in data management and coordination with knowledge about database development, data quality principles, and statistical methodologies preferably in healthcare or public health
- In-depth knowledge of data management best practices and compliance requirements.
- Experience with health information technology (EHR, EDR, practice management systems)
- Ability to translate complex data into actionable insights for program improvement

Minimum Requirement:

- Master’s degree in Data Science, Public Health, Healthcare informatics, Information Technology, or a related field
- Experience/Knowledge in healthcare data systems, particularly within the Ryan White HIV/AIDS Program (i.e., CAREWare)
- Proficiency in data analysis tools such as Excel, SQL, or statistical software (e.g, SPSS, SAS)

What you'll need to be Successful:

- Strong analytical skills and attention to detail
- Strong organizational skills with the ability to manage multiple/complex data project
- Ability to work independently and function as a team player,
- Ability to prioritize and meet deadlines
- Excellent communication (i.e., verbal, written), and time management skills
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian

- Waiting Period: Date of Hire
- Premiums are voluntary selections

- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost
- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.