

UW HEALTH JOB DESCRIPTION

Senior Data Info Coordinator

Job Code: 8233	FLSA Status: Exempt	Mgt. Approval:	Date:
Department: Transplant Admin, 5311		HR Approval: DPS	Date: 7/2014

JOB SUMMARY

This position is responsible for assisting in the support of critical transplant program activities such as direct patient care, regulatory and accreditation requirements, grant applications, clinical research, publication, and serves as an expert for the Transplant Data Mart (TDM) upgrades to HL and Phoenix, XYN management, transplant dashboard. Regulatory reporting is critical for this position as to retain Medicare approval, accurate and timely data reporting must be maintained at a 95% compliance rate. The Senior Transplant Data Coordinator is responsible for report creation, generation, querying, and quality assurance activities for the Transplant Service Line's electronic data source, Health Link and the TDM. The Senior Transplant Data Coordinator also generates, evaluates, and distributes essential transplant data reports that support clinical practitioners, medical directors, surgical directors, and hospital administration. This position is responsible for advanced level data retrieval from TDM and completing advanced data summaries and statistics. The Senior Transplant Data Coordinator is also responsible for completing and submitting electronic data forms to meet federal reporting requirements as well as tracking compliance with submission deadlines.

MAJOR RESPONSIBILITIES

Senior Transplant Data Info Coordinator is responsible for all aspects of the following responsibilities, as well as guiding other employees who may be performing these duties. Senior level responsibilities are defined by a substantial level of complexity and incumbents typically work independently and as an expert in completing responsibilities delegated to them. This also includes providing continual consulting support in training other data staff, keeping current with new functionality and employs excellent communication skills in sharing information with other users within the department.

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1. Serving as the technical expert for the Transplant Data Mart in report querying and data view build and Reporting Workbench reports
 2. Generating and reviewing data integrity and auditing reports to confirm complete, consistent information within Health Link, TDM and between the three data systems that support the Transplant Program (Health Link/TDM vs. OTD vs. HLA Laboratory) and the national transplant registry. Serves as liaison between the internal UWHC departments. This function includes responsibility for insuring that any identified problems are resolved or referred to appropriate staff members for resolution, including working with IS reporting staff. Assure existing systems are processing effectively and accurately, according to program objectives. Accurate entry of data in Health Link, in order to feed appropriately to our Transplant Data Mart and reporting workbench.
 3. Performing advanced level data queries to extract data from TDM and Reporting Workbench for ad hoc requests for clinical practitioners, medical staff, and transplant administration. This includes working with IS staff to define data views as needed for Transplant operations.
 4. Generating, checking, and distributing weekly and monthly administrative and program management operational reports to clinical directors, hospital administrators, and hospital departments.
 5. Generating and supplying accurate data for retrospective research needs, as well as assist faculty and management in the analysis of this data in order to meet research requirements. Understands policies regarding dissemination of data and IRB protocols associated with distribution.
 6. Aggregating data from TDM and Health Link to complete electronic data forms required by Federal Regulation, along with tracking outstanding Federal forms submission to insure compliance with regulatory requirements and identifying and resolving problems that could interfere with meeting submission requirements. This also includes prompt recognition and appropriate referral of problems that require Manager or IS involvement.
 7. Working with other members of the Transplant Outpatient/IS staff to address data integrity problems and workflow definition. Assist in determining operational needs and information processing options with little or no direction. This may also include facilitating meetings, creating agendas and appropriately follow-up after meetings and serving as a back-up in manager's absence
 8. Assist with procedural documentation and preparation, as necessary. Review documentation prepared by multidisciplinary staff. Examples of documentation include: Current workflow documentation, current data mart elements, current procedures, or other documentation required by management to ensure data integrity.

All duties and requirements must be performed consistent with the UWHC Organizational Performance Standards.

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JOB REQUIREMENTS			
Education	Minimum	Bachelor degree or equivalent combination of education or experience	
	Preferred		
Work Experience	Minimum	<ul style="list-style-type: none"> Four (4) years experience as a Transplant Data Info Coordinator Two (2) years experience in report querying Two (2) years experience in health care-related field or healthcare information systems. 	
	Preferred	Six (6) or more years experience as a Transplant Data Info Coordinator	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Report querying skills such as Crystal, or SAS or Epic Clarity Reporting Knowledge of transplant medical terminology and electronic medical records, preferably Epic. Knowledge of personal computer, PC data systems, and software applications for data retrieval Good communication, problem-solving and organizational abilities Ability to work independently and be result oriented Careful attention to details Capable of interacting with all levels of staff Effective interpersonal skills, including the ability to effectively work in a team environment and ensure a high degree of internal and external customer satisfaction. Ability to manage multiple tasks with ease and efficiency. 	
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
x	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible	Up to 20#	Negligible or constant push/pull of items of negligible weight

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	amount, a job is in this category when it requires walking or standing to a significant degree.		pushing/pulling of arm/leg controls	
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.