

UW HEALTH JOB DESCRIPTION

Senior Data Info Coordinator

Job Code: 8233	FLSA Status: Exempt	Mgt. Approval:	Date:
Department: Organ Procurement Organization, 5305		HR Approval: DPS	Date: 5/14

JOB SUMMARY

This position is responsible for assisting and supporting all levels of UW Organ and Tissue Donation (UW OTD) management and staff by analyzing and interpreting complex organ donor and recipient data to support the organization and ensure that reporting is completed in a timely, accurate and consistent manner. The incumbent is also responsible for completing and submitting required electronic data forms to meet federal regulatory reporting requirements, as well as tracking compliance with submission deadlines. UW OTD is federally designated to work with 103 hospitals in Wisconsin, Northern Illinois and Upper Michigan, coordinating the organ donation process for patients in these hospitals. Data is reported to regulatory agencies such as the United Network for Organ Sharing (UNOS) and the Centers for Medicare and Medicaid Services (CMS). This data is used for certification of UW OTD and is available to the public, therefore accuracy and timeliness is critical. The incumbent is a departmental and organizational consultant for clinical, hospital development, community and family services, and is responsible for database design, query and report generation.

Under the direction of Program Director for Performance Excellence, the incumbent is responsible for the design and implementation of advanced computerized data collection, data trending, interpretation and analysis, report production and presentations. The incumbent is also responsible for advanced database development, management and automation, database query, data display, data integrity, reporting and general supervision of data entry support. Support is provided in the form of evaluation and preparation of individual reports, data analysis, and generation of monthly, quarterly and ad hoc reports. The incumbent is responsible for project coordination, and for communicating report findings throughout the organization, including recommendations for improvement and studies. The incumbent provides outcome and volume data, quality assurance measures, and other information utilized for budget preparation, customer satisfaction and quality improvement projects. The incumbent must work collaboratively with a wide range of professionals within the organization, as well as, external stakeholders in order to achieve the responsibilities of the role successfully. Attention to detail and the ability to manage a large a variable workload are essential.

MAJOR RESPONSIBILITIES

1. Serving as the technical data expert for all of the UW OTD and external stakeholders in report querying data view build and report generation
2. Organize and assess all data reporting requirements of the UW OTD and maintain data programs to meet all of the required data submission to external regulatory agencies and stakeholders.
3. Analyze complex donor and recipient information for program performance and administrative measures such as conversion rate, consent rate, etc. and resource dashboard data for UW OTD managers, UW OTD Executive Director, Transplant Administrative Director, and UWHC Fiscal Affairs.
4. Aggregating data from internal and external sources to ensure 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 management or UWHC IS involvement.
5. Develop and execute queries integrating data from various source systems as required for clinical and business operations data. Utilize Crystal Reports, SSMS, MS Access or other database software; design complete, accurate and user friendly databases as required to house data for querying and reporting.
6. Respond, investigate, and process inquiries from internal/external customers utilizing a high degree of knowledge of the system, corporate structure and policies.
7. Produce standard, descriptive analyses as requested and assigned, including developing statistical reporting with database queries. Manage data standardization and data integrity by insuring accuracy, completeness, consistency, validity and timeliness by routine inspection. Test databases, to include queries and reports, by checking calculations and comparing with alternative source data, business logic and user checks.
8. Proactively research information and create reports using various PC applications.
9. Generating, checking, and distributing weekly and monthly administrative and program management operational reports to clinical directors, hospital administrators, and hospital departments.

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10. Maintain donor hospital dashboards and data summaries by design of universal templates for donor hospitals.
11. Performing advanced level data queries to extract data from DonorLink and historical OPO databases for ad hoc requests for clinical practitioners, medical staff, and transplant administration. This includes working collaboratively with IS staff to define data views as needed for operations.
12. Streamline processes and develop standardized forms for data collection for all areas of UW OTD; work collaboratively with quality improvement analyst and corporate initiatives
13. Supervise data entry support and perform routine checks for errors.
14. Assist with the management and clerical support of special projects.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in or equivalent combination of education or experience
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> Four (4) years experience as a UW OTD Data 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 UW OTD Data Coordinator
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Reporting query skills using Crystal Reports, SSMS and MS Access Strong analytical and statistical skills Careful attention to detail, solid communication, problem-solving, prioritizing and organizational skills. Ability to manage multiple tasks with ease and efficiency. Knowledge of medical terminology and medical records. Proficiency personal computer, PC data systems, and software applications for data retrieval. Extensive familiarity with software applications, including MS Office, Adobe Acrobat, databases and flow charting. Ability to work with minimal supervision, critical thinker, and establish systems within established guidelines. Ability to learn and apply business intelligence and analytics tools. Effective interpersonal skills, including the ability to promote teamwork and ensure a high degree of internal and external customer satisfaction, including all levels of staff. Ability to maintain confidentiality of sensitive information.

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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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	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 amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	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.