



## **DATA MANAGEMENT SPECIALIST**

Hopi Cancer Support Services

Department of Health & Human Services

REPORTS TO: Coordinator

SALARY RANGE: 30

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

### **INTRODUCTION**

A Data Management Specialist is a professional who organizes, oversees, and protects patient health information. They ensure the quality, accuracy, accessibility, and security of both traditional and digital medical data.

### **ESSENTIAL FUNCTIONS**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Monitors and maintains an established database containing client information; interviews clients to gather required information; enters, updates, and verifies data from enrollment applications, pap smears, mammograms, and colorectal results.
2. Prepares and submits Minimum Data Elements (MDE) to the reporting agency, monthly narrative/statistical data/reports for use by Hopi Women's Health Program, HOPI Cancer Support Services, and other agencies as required by the funding agency.
3. Completes monthly data entry quality assurance checks and informs Patient Navigators of active client cases. Assists the Evaluator and Coordinator in developing data-driven program objectives and strategies (i.e., breast, cervical, and colorectal cancer).
4. Assists in preparing annual program budget by gathering pertinent information; establishes an efficient and effective records management system for easy retrieval; maintains strict confidentiality of program and client information.
5. On a rotating basis, works with the screening clinics; assists with appointments, assists with transportation needs, and completes necessary paperwork.
6. Performs other duties as assigned and authorized by the supervisor to meet office goals and objectives.

### **KNOWLEDGE AND SKILLS AND ABILITIES**

- Working knowledge of clinical front office environment and health care business practices;
- Knowledge of medical terminology required;
- Knowledge of office procedures and practices.
- Skills in verbal and written communication skills.
- Skills in effective notation and records management.
- Strong customer service and problem-solving skills.
- Ability to work collaboratively and exercise sound judgment.
- Ability to observe client confidentiality standards at all times.
- Ability to lift 30-40 lbs in cases where a patient needs wheelchair assistance;
- Ability to handle multiple tasks accurately.

**MINIMUM QUALIFICATIONS**

Education: High School Diploma or GED Certificate or related field; Prefer Associates Degree in Applied Science  
AND

Training: Forty-five (45) hours of continuing education in healthcare information technology, digital health, or informatics;

AND

Experience: Two (2) year's work experience in any type of IT/Healthcare setting.

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

**NECESSARY REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening including fingerprint and background investigation per the Hopi Tribal and Indian Health Services policy.
3. Must be able to pass mandatory and random drug & alcohol screening.
4. Maintain network security and HIPPA standards.
5. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
6. Must possess or be able to obtain valid CPR/First Aid Certification (within 90 days after the hire date).
7. Must possess or be able to obtain a Certified Associate in Healthcare Information and Management Systems (CAHIMS) within 90 days of hire or have an equivalent certification (AHIMA, AAPC, etc.)