



DATA MANAGEMENT SPECIALIST

Cancer Support Services

OVERVIEW

The Data Management Specialist is under the supervision of the Cancer Support Services Manager. The Data Management Specialist is responsible for accurate data entry of program and client information into an established computer software system utilized to create reports for program operations. Incumbent will work closely with the Coordinator, Evaluator, and Manager to review the information entered into the system to ensure accuracy, accountability, and program performance.

The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent must be able to work a flexible schedule as needed. Contacts are with employees within/outside the immediate work area, other agencies, and the public.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Monitors and maintains an acceptable database system containing all client information; i.e., demographic, insurance billing, screening and diagnostic results, and cancer diagnosis.
- 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, and informs Patient Navigators and Patient Scheduler of active client cases that will have to be closed-out.
- 4) Assists the Evaluator and Coordinator in developing data-driven program objectives and strategies.
- 5) Performs medical billing claims for Medicare, Medicaid (AHCCCS), private insurance, or purchased referred care through the Indian Health Services and other partnering health systems.
- 6) On a rotating basis, works with the screening clinics; assists with appointments, assists with transportation needs, and completes necessary paperwork.
- 7) Performs other duties as assigned and authorized by the supervisor to meet office goals and objectives.
- 8) Participates and supports the mission and vision of the Department of Health and Human Services through collaboration, coordination and communication.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Healthcare Information Management, Medical Assistant Certification or Medical Coding and Billing Certification; AND

Experience: One (1) year of work experience in healthcare, office administration, or any other health related field; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of clinical front office environment and/or health care business practices.
- Good knowledge of medical terminology required.
- Knowledge of office procedures and practices.
- Knowledge of good customer service principles and practices.

- Skill in verbal and written communication skills.
- Skill in effective notation and records management.
- Strong skills in analyzing and problem solving.

- Ability to work collaboratively and exercise sound judgement.
- Ability to observe client confidentiality standards at all times.
- Ability to handle multiple tasks accurately.

NECESSARY REQUIREMENTS

- 1) Must maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass (negative test results) mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must obtain and maintain Health Insurance Portability and Accountability Act (HIPAA) Certification, and Indian Health Services Network Security Training within 90 calendar days of hire.
- 8) Must obtain CPR/First Aid Certification within 90 calendar days of hire.

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Supervisor: CSS Manager

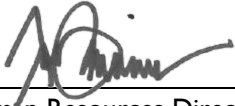
Salary Range: 30

Classification: NON-EXEMPT

DRIVER'S LICENSE REQUIRED

Revised 10/06/2025

REVIEWED BY:  DATE: 10/08/25
Department Director

APPROVED BY:  DATE: 10/08/2025
Human Resources Director