



## **Data Management Coordinator (Access to Care Program, Suffolk County, NY)**

The Data Management Coordinator is responsible for the collection, analysis, and coordination of ATC program data to facilitate program reporting requirements. The Data Management Coordinator will assist to ensure compliance with agency policies and procedures and external funding/regulatory agencies.

### **Responsibilities**

- Assist to prepare reports.
- Review, analyze and coordinate responses to data collection requests from/to Health Home.
- Assist with the compilation of grant applications and collect required documentation.
- Enter data entry into various databases.
- Act as liaison to process requests and follow-up items between the QI department and ATC department.
- Proactively stay abreast of new regulations and guidelines by reviewing newsletters and notices as well as attending any relevant trainings and initiating any necessary changes in practice.
- Assist Director to audit specified agency practices to determine compliance with Options Policies and Procedures.
- Assist with record audits to ensure compliance with Health Home, Medicaid and agency standards and other outside regulatory agencies as applicable.
- Document deficiencies uncovered by audits.
- Follow-up with staff to ensure that all deficiencies are addressed.
- Assist with staff trainings.
- Support database functions as needed.
- Communicate with Program/Administrative Assistants as needed to coordinate program information, demographics, and reports.
- Provide back up to administrative staff as needed.
- Any other relevant tasks as assigned by management.

### **Qualifications**

- Bachelor's degree\* in healthcare, human services, and/or medical information systems and at least two years of experience creating and using reports in multiple electronic medical records management system and/or auditing.
- Graduate degree and data management experience preferred.
- Experience in program development, service planning.
- Experience with computer software programs including Excel, Access, Word and/or other database applications required.
- Excellent attention to detail.
- Experience with statistics, research in organizations, survey data, and data conversion and analysis. Experience in research methods preferred.

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E-mail your resume to: **[jobs@optionscl.org](mailto:jobs@optionscl.org)**

For more information, call **(631) 361-9020 ext. 1105**

\*An alternative combination of education, credentials, and experience may be substituted for degree.

### **Work Schedule**

Monday – Friday (35 hours/Week)      8:00 AM – 4:00 PM

### **Benefits**

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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