

Job Description

Job Title:	Report Writer	Job Class:	Administration
		Grade:	9
Reports to:	Electronic Health Records Manager		
Status:	Exempt		

POSITION SUMMARY

The successful candidate will be able to present financial information or data in an easily understandable manner. We are looking for a candidate that will turn data into information, information into insight and insight into business decisions. Additional responsibilities include electronic file submissions and reporting to internal and external users, coordinating assigned activities with other Center divisions and outside agencies. This position will be a part of a data team, but should be able to work with minimal supervision and oversight by the Electronic Health Records Manager (EHR Manager).

Responsible for many aspects of Center's data reporting, including the following:

- Interprets data, analyzes results using statistical techniques and provides accurate reporting to required staff and entities.
- Acquires data from primary & secondary data sources.
- Identify, analyze and interpret trends or patterns in complex data sets.
- Analyzes user needs and translate into functional reports.
- Identify and understands the interconnectivity between Clinical and Financial workflows, and can overlap each dataset to meet Centennials Reporting needs.
- Designs, documents, codes, tests, and debugs reports using SQL, Crystal Reports, and/or Tableau.
- Coordinates with Center staff, stakeholders and other partner agencies to ensure compliance with all billing and reporting regulations.
- Coordinates with EHR as needed on development and maintenance of EHR templates and structure to ensure compliance with data requirements.
- Maintains a database of reports created, data elements involved as well as who and what reports are for.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees process to extract, manipulate, analyze, and report data to internal and external users.
- Ensures processes are in place to verify accuracy and consistency of data.
- Designs and develops standardized operational, management, and ad hoc reports.
- Oversees preparation of reports to fulfill the daily, monthly and yearly reporting requirements of federal, regional, and state agencies and other external organizations.
- Coordinates with clinical, billing and finance supervisors to identify data collection and billing requirements for all payer sources, determines procedures and controls needed, and coordinates process center-wide to ensure compliance with requirements.
- Coordinates with Center personnel and outside agencies to determine optimal solutions to billing, reporting, and other data needs.
- Enhances information systems results by identifying information systems technology opportunities and developing application strategies.
- Coordinates with billing and finance staff on month-end close process for accounts receivable functions.
- Coordinates completion of necessary changes to existing software programs.
- Oversees completion of required statistical reports.
- Establishes and maintains effective, collaborative working relationships with Center employees and outside agencies with which the Center is involved.

- Acts as Center's representative, as needed, on all data related issues with all state, federal and other outside entities.
- Writes training documents, provides updates or revisions to the documents, and coordinates training of users.
- Participates in Center, state and other required meetings as the Center's data representative.
- Performs other job duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

JOB REQUIREMENTS

EDUCATION

Bachelors Degree in computer science or related field. Extensive relevant experience may be considered in lieu of graduate level education.

EXPERIENCE

- Minimum two to three years of experience in report development and data analytics, preferably in a SQL environment, using report automation tools such as Crystal Reports or Tableau.

ABILITIES, KNOWLEDGE, SKILLS

- Ability to plan for and implement new software programs using a variety of word processing, database management, and report writing programs.
- Strong Fluency in SQL, including creating queries, views, tables, stored procedures for reporting purposes.
- Strong analytical skills, with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
- Strong interpersonal, communication and team work skills.
- Strong analytical and decision-making skills.
- Proficiency in use of Microsoft Excel – Formatting, Formulas, Pivot Tables.
- Excellent written and verbal communication skills.
- Knowledge of Medicaid, Medicare, and other third party billing and collection procedures preferred.
- Knowledge of accounting practices preferred.
- Knowledge of IS structure and design preferred.
- Ability to travel within the Center's service area or to other locations as needed.
- Self-paced online coursework in Crystal Reports and Tableau will be provided at no cost to allow for professional growth.
- Demonstrate a commitment to continuous skill development to competently serve individuals from diverse cultures and backgrounds.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date