



Arroyo Vista Family Health Center

JOB DESCRIPTION

Position Title: HEDIS Coordinator

Salary Range: \$22.00 - \$25.27 Hourly

Job Summary

Under the direct supervision of the Health Information Manager, The HEDIS Coordinator conducts performance improvement activities, performs assigned duties to ensure HEDIS data accuracy, improve HRSA health indicators and provides periodic progress reports.

Job Duties and Responsibilities

1. Responsible for following and maintaining a plan of action to improve HEDIS scores and STARS ratings in alignment with Arroyo Vista Quality Management Plan and HEDIS Taskforce Performance Improvement Calendar
2. Responsible for thorough, accurate and timely collection and data entry of clinical information from patient medical records into a database following HIPAA protocols and HEDIS technical specifications (i.e., childhood immunizations, comprehensive diabetic care, depression screening, cervical cancer screening, etc.)
3. Responsible for meeting quality standards of data entry with less than 5% data entry errors; therefore, 95% or better accuracy in data inputting.
4. Responsible for identifying and reconciling patient rosters based on priority HEDIS measures
5. Responsible for active collaboration with Clinic Operations team to implement patient outreach campaigns in efforts to close HEDIS quality gap measures and HRSA health quality indicators.
6. Responsible for requesting and evaluating reports for patient compliance and improvement opportunities for each HEDIS measure.
7. Responsible for active participation in the Quality Management Program and HEDIS Taskforce.
8. Responsible for identifying and reporting performance improvement opportunities to maximize HEDIS incentive programs and HRSA health quality indicators performance.
9. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
10. Responsible for assisting with external agency audits, related but not limited to HEDIS and HRSA.
11. Responsible for any other HEDIS related projects assigned by the Leadership team.

Education and Qualifications

- High School Diploma or GED equivalent, Medical Coding or related certification preferred
- Minimum one (1) year recent experience in clinical setting, Quality Improvement and/or HEDIS experience preferred.
- Must be organized with the ability to keep accurate notes and records. Excellent attention to details skills
- Excellent verbal/written communication skills
- Computer skills to include Electronic Health Records (EHR), Microsoft Word, Excel, data entry, and the ability to learn new and complex computer system applications.
- Knowledgeable of the Hispanic culture, Bilingual English and Spanish and understanding of Cultural diversity.
- Ability to work well with others in a professional and team oriented environment.