

JOB DESCRIPTION

JOB TITLE:	Quality Performance Reporting Specialist	COMPANY:	MCQCN
REPORTS TO:	VP of Population Health and Informatics		
DIRECT REPORTS:	N/A		
STATUS:		FULL TIME	WORK COMP CLASS: 8810
OUTSIDE TRAVEL:	5%	SCHEDULE: 7-7/M-F	WORK CONDITIONS: Remote/Home Office
This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.			

JOB SUMMARY:

The Quality Performance Reporting Specialist supports strategic quality data management initiatives to ensure network success in ACO and other payer contracts focusing on measure performance of Healthcare Effectiveness Data and Information Set (HEDIS) measures. This position will be the network's subject matter expert for the ACO quality reporting requirements from documentation of clinical data in electronic health records (EHRs) to mapping and consolidation of data in alignment with ACO data submission requirements in partnership with health centers and appropriate vendors to ensure integrity of the data and train stakeholders on data standards and measurement specifications.

ESSENTIAL JOB FUNCTIONS:

- Manages the HEDIS data submission process coordinating efforts with multiple network stakeholders and data sources including IHP's quality reporting vendor and population health analytics platform.
- Develops standard workflows for data collection from documentation in the EHR to data field mapping and the measure submission process based on quality program reporting requirements
- Responsible for educating providers and their staff on quality measure specifications and data submission methods to ensure accurate documentation protocols to close care gaps.
- Trains staff to optimize the utility of network technology platforms to improve quality measure rates, e.g., EHRs, quality reporting vendor, population health data aggregation platforms, etc.



- Identifies clinical documentation improvement opportunities in health center electronic health record systems to increase the integrity of data connectors impacting clinical measure performance and improve gap closure opportunities.
- Trains providers and staff on the ACO quality reporting program structure and performance thresholds, tracks progress and makes recommendations for success.
- Collects medical records and reports from health centers based on open member care gaps.
- Additional data management tasks as directed.

QUALIFICATIONS

Experience/Education

- Requires a bachelor's degree in health science, quantitative social science, public health, health services research or business or equivalent experience.
- Requires at least 2 years of health plan quality program performance analysis at a health plan or health center
- Experience with various EHR platforms and clinical data documentation workflows
- Working knowledge of HEDIS measure technical specifications
- Current CA driver's license, transportation, and drivers insurance
- Willing to travel to provider offices throughout San Diego and the Inland Empire

Skills and Abilities:

- Effective verbal and written communication skills
- Excellent interpersonal skills
- Ability to multitask in a busy department
- Innovative critical thinker
- Ability to work independently and productively in remote setting
- Able to manipulate and analyze large files and data sets.
- Excellent project management and organizational skills
- Intermediate to advanced skills with Microsoft Office Products (particularly with Word and Excel)
- Experience with population health data aggregation and/or certified quality reporting vendors is a plus

Geographical Location, Standard Business Hours, and Travel Requirements

- Preferred candidate reside in the San Diego Area.
- Business hours are generally 8:00-5:00 PST.
- Must have a valid drivers license.
- Must own personal vehicle and have insurance coverage.

PHYSICAL REQUIREMENTS



- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patients, employees, and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

To express interest in this role, please submit your resume and application to jobs@hcpsocal.org.