

Women's Health & Family Planning Association of Texas
Health Information Specialist
Job Announcement

As the Title X (ten) family planning program grantee in Texas, the Women's Health and Family Planning Association of Texas (WHFPT), through its diverse network of Title X-supported health centers, provides uninsured and low-income Texans access to high-quality reproductive healthcare. Ensuring the collection of accurate data is crucial to the continued success of the Title X Family Planning Project. The education, counseling, and clinical services available to individuals in Title X health centers promote positive birth outcomes and healthy families.

This position is funded through March 31, 2022. The position may be extended if additional funding is obtained.

Job Summary: Reporting to the Director of Service Operations and working closely with the Title X Project Director, the Director of Service Improvement, and the Senior Data Quality Manager, the Health Information Specialist is responsible for providing training and technical assistance to staff at Title X health centers across Texas to ensure accurate data collection and reporting. This position will frequently offer support to Title X health centers to help troubleshoot data submission challenges — in-person, via screen-sharing, and over the phone. This position will also help train staff at Title X health centers on data definitions and reporting requirements. The role requires flexibility, proactivity, problem-solving, and a commitment to data collection and analysis to continuously strengthen and improve WHFPT's programs.

The ideal applicant has worked in a healthcare setting, utilized one or more Electronic Health Record systems and has experience analyzing patient encounter data and preparing reports. They are detail-oriented and comfortable advising clinical and non-clinical staff on ways to improve data quality. In addition, they are committed to the organization's mission, and are eager to learn and grow in this role.

This position may be cross-trained to assist the Senior Data Quality Manager in the monthly and annual reporting requirements of the Title X family planning program, including the Family Planning Annual Report (FPAR).

Job Category: Full time, Exempt

Job Travel: 30-40% (primarily short trips within Texas)

Salary Range: \$55,000 – \$70,000 annually

Reports To: Director of Service Operations

Qualifications

1. Bachelor's degree in information technology or management, computer or data science, business, public administration, health and human services, or other relevant degree or equivalent experience.
2. A minimum of 3 years of data collection and analysis experience, preferably in a healthcare setting.
3. Field experience in data reporting in a healthcare setting utilizing Electronic Health Records.
4. Experience with federal grant reporting preferred. Experience with Title X highly preferred.
5. Experience in research and evaluation, creating dashboards and data visualization, and web-based survey applications, such as SurveyMonkey.
6. Knowledge of HIPAA requirements relevant to patient data.
7. Working knowledge of SQL, SPSS, or other statistical software, Microsoft Office 365 skills, Outlook,

PowerPoint, Word, and Salesforce.

8. Advanced proficiency in Excel including macros and visual basic for applications (VBA).
9. Ability to handle confidential and sensitive correspondence with discretion.

Duties and Responsibilities

1. Provide training and technical assistance to Title X health centers related to extracting data from Electronic Health Records for submission to the WHFPT centralized data system.
2. Monitor data quality to ensure WHFPT's standards are met and proactively troubleshoot submission or data errors with Title X health centers.
3. Track and document reporting issues for Title X health care centers and share with team members.
4. Develop training and reference materials for Title X health centers related to data reporting and submission.
5. Coordinate with the data collection vendor to assist Title X health centers in resolving submission or data errors.
6. Assist in preparation of monthly, quarterly, and annual data reports for internal use, federal reporting, and distribution, as directed by Senior Data Quality Manager.
7. Support the Data Quality Workgroup and associated website resources as directed by the Senior Data Quality Manager.
8. Perform ad-hoc data requests, assist with research and evaluation assignments, and support a wide variety of special projects, reports and initiatives as needed.
9. Assist in ensuring compliance with Title X statutes, regulations, and reporting requirements.
10. Maintain confidentiality of all sub-recipient and client information.

Supervisory Responsibility

This position has no supervisory responsibilities.

Compensation & Benefits

Medical, dental, vision, worker's compensation, short-term and long-term disability insurance; vacation, sick leave, holiday pay; eligibility to participate in retirement plan. Salary commensurate with qualifications and work experience. Potential for partial remote work and flextime schedules.

To Apply

Send a resume and cover letter to jobs@whfpt.org. Applicants who are interviewed will be required to complete a short exercise to test data analysis and/or software skills.