

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DATA MANAGER  
CLASS CODE: 2359

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/14/2014  
DEPARTMENT: DRUG AND ALCOHOL PREVENTION AND TREATMENT

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## **JOB SUMMARY**

Under general supervision of the Deputy Director for Finance-aDDAPT, provides management support, guidance, and administrative oversight to Client Information Systems including the Electronic Health Record (EHR), data reporting and analysis, EHR training programs, and related initiatives.

## **ESSENTIAL FUNCTIONS**

Provides overall direction for the management and meaningful use of the Electronic Health Record (EHR) and related applications that support the department's clinical activities.

Serves as primary point-of-contact for the department's Electronic Health Record vendor and provides first level technical support for department personnel.

- a. Assumes responsibility for complete and accurate Treatment Episode Data Set (TEDS) reporting to the State of Utah Division of Substance Abuse and Mental Health.
- b. Creates and produces quality assurance reports and monitors clinical documentation compliance.
- c. Develops, implements and maintains training plans and procedures. Develops training documentation including system hierarchy and functional system responsibilities. Conducts classroom training for new and incumbent employees.
- d. Creates and generates management reports to track performance of the agency, programs, and individual staff members.

Ensures timely and accurate Medicaid Encounter Data Assurance/compliance, and assists Deputy Director for Finance in timely and accurate completion of the annual Medicaid cost study support.

Reviews and reconciles Medicaid form 837 and 835 data reports, billing submissions, and Medicaid form 270 and 271 eligibility validation.

Completes various reports and provides information to County Commissioners and federal, state, and other agencies.

Serves as the department's Utah Health Information Network (UHIN) liaison, cHIE (health information exchange) liaison. Serves on other committees and attends other meetings as the department's authorized representative as required.

Coordinates and oversees the department's social media presence including web development and maintenance, Facebook, LinkedIn, Twitter, etc. development, maintenance, and monitoring.

Works closely with the Prevention Program and the Utah County Health Department for placement, frequency, and duration of department content on the lobby monitors in the Health & Justice Building.

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**DATA MANAGER**  
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Serves as the department's liaison with the county Information Systems Department including hardware and software decision support for procurement and maintenance as well as web site development and coordination.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** relational database systems for collecting and reporting non-financial data; complex web based applications; software as a service applications; electronic health record implementation and operation.

**Skill in:** critical thinking and problem solving; giving presentations and teaching and training others.

**Ability to:** maintain confidentiality in all aspects of the job; manage multiple tasks and priorities; diffuse and manage volatile and stressful situations; communicate, interact and work effectively and cooperatively with those contacted during the course of work activities; apply experience and knowledge to assist in improving existing healthcare systems and/or implement new clinically-focused applications.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk.

**Regularly:** walks, stands, or stoops; drives a motor vehicle; lifts or otherwise moves object weighing up to 30 pounds; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in an environmentally controlled office setting. Work may expose incumbent to contagious or infectious diseases and to individuals who are angry or otherwise upset. Work occasionally requires traveling out-of-area and working flexible hours including weekends and evenings.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

- A related bachelor degree and three years of experience related to data management and electronic health record implementation and use. Equivalent combinations of education and experience may also be considered. Strong preference for extensive managerial experience in complex clinical programs involving the use of electronic health records and clinical documentation.
- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.