

Data Quality Manager

Sample Position Description

Position Title: Data Quality Manager

Immediate Superior: Vice President, Quality

General Purpose: The Data Quality Manager is responsible for developing, implementing, and maintaining a data quality management (compliance) plan for coding and reimbursement, health records and documentation, and quality data in all divisions of the organization.

Responsibilities:

- Assessing current compliance activities, identifying areas of high risk, and evaluating risk factors in coding and documentation practices
- Developing, implementing, and maintaining a standardized, organization-wide, quality data management (compliance) plan and program to ensure compliance with external regulatory and accreditation requirements, ensure consistency of quality data for the organization's internal data needs, and identify, investigate, and prevent violations
- Developing, implementing, and maintaining standardized, organization-wide policies and procedures to monitor the success of the quality data management plan, review areas of risk, investigate identified issues, report data analyses, and take appropriate steps to correct violations
- Establishing, implementing, and maintaining a formalized review process for compliance, including a formal review (audit) process
- Optimizing receipt of high-quality data from parent and contract hospitals by active participation and leadership in quality monitoring and improvement efforts
- In partnership with appropriate personnel, developing and implementing standardized, organization-wide coding guidelines and documentation requirements and developing and implementing training and educational programs for physicians and coders
- Providing consulting services in the area of data quality management to individuals, special projects, and executive and clinical departments throughout the organization

Qualifications:

- Bachelor's degree in health information management or a related field and at least 10 years of professional experience, 5 of which are in data quality; or a master's degree or its equivalent and at least 7 years of experience in a clinical, operational, or data quality improvement function
- Credentialed as an RHIA or RHIT and a CCS
- Experience in operational management
- Experience in project management
- Knowledge of health information systems and database management
- Knowledge of applied statistics, process analysis, and outcomes analysis