

**INGHAM COUNTY
JOB DESCRIPTION**

HEALTH INFORMATION SYSTEMS COORDINATOR-HPMS

General Summary:

Under the direct supervision of the Manager of Health Plan Management Services, this position is responsible for the design, development, and maintenance of the information management systems used by multiple county health plans in Michigan and the Health Department Community Health Center Network. The position is responsible for the uploading, conversion, and maintenance of the enrollment and payment files generated by the State of Michigan and will act as the lead in working with the State of Michigan and contracted vendors to export, import, and convert data to and from databases. The position is responsible for the development and maintenance of the county health plans' website and the development of templates, forms, and reports used by the department and any custom work requested by the county health plans or the Community Health Center Network. The person will supervise staff that assists with these functions.

Essential Functions:

1. Responsible for the design, development, and maintenance of the Health Plan Management Services information management systems used to administer multiple county health plans. Act as a lead for the development of new and the maintenance of existing databases, applications, and other information management systems and activities.
2. Lead in the development of the county health plans' website. This includes working with any staff, contracted developers, or health plans to upgrade or enhance the website and online program. Serve as the lead between any contracted vendors, internal staff, county MIS staff, and any others. Provide the lead for any technical support as needed.
3. Responsible for the upload, conversion, and maintenance of the enrollment and payment files generated by the State of Michigan. Responsible for the weekly and monthly downloads associated with the enrollment and payment files. Develop and generate reports that present enrollment and payment information for staff and health plan use. Develop and generate error reports, and work with staff to resolve errors that occur.
4. Responsible for the upload, conversion, and maintenance of all medical and pharmacy data received from the county health plans' pharmacy vendor, and claims benefit manager. Coordinates all encounter reporting for both pharmacy and medical claims. Responsible for the connectivity between our systems and those of the pharmacy and claims benefit managers to ensure reporting and claims lookups are working correctly. Lead staff in the development of pharmacy and claims utilization reports.
5. Leads staff that assist with information management functions such as those responsible for: providing maintenance and updates of databases, creating templates and forms for reporting,

maintaining web based systems including prescription discount drug programs and drug formularies, importing, exporting, and conversion of data, and in coordinating services with County MIS Department and outside agencies.

6. Act as the lead in working with the State of Michigan and contracted vendors to export, import, and convert data to and from databases. Serve as the lead liaison between county health plan staff, contracted vendors, and County MIS on technical issues and all things related to information systems.
7. Assist in management of information systems for the Community Health Center Network. Assist in the implementation and maintenance of electronic health records and patient management systems and databases. Assist in the creation of reports and templates.
8. Lead in the development and use of templates, forms, reports, and data needs of Health Plan Management Services.
9. Assist staff in resolving problems related to a variety error reports, both those received from the State and vendors, as well as error reports generated internally.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in this job description.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: The possession of a Bachelor's Degree in Information Systems or a related field. A Bachelor's Degree in another field may qualify with extensive work experience in systems administration and data administration.

Experience: Five years experience in information systems or related field. Three years experience in system and database administration, collecting, and managing data. Should also have experience in project development and design, database design, and coordinating information systems management.

Other Requirements:

Possession of valid Michigan driver's license

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or

promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to access departmental files.
- Ability to enter and access information from a computer.
- Periods of prolonged sitting at a computer screen.
- Ability to lift computer equipment, microprocessors and terminals.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions, but travels throughout the County.



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