

### **Accountable Entity Patient Data Coordinator**

Blackstone Valley Community Healthcare (BVCHC) is an FQHC with 6 locations (and growing!) throughout Pawtucket and Central Falls, Rhode Island. We take great pride in providing a full range of medical, dental, and behavioral health services and employ state of the art approaches designed to provide the best care for our patients and to best improve the health of our communities.

Providing high quality, accessible, and affordable health care are crucial elements of our mission. Additionally, effective community health helps empower patients to be engaged in and take charge of his or their health. Our Accountable Entity Patient Data Coordinators are crucial in exercising this mission, as they analyze and communicate the most effective ways that our patients can be cared for in all aspects of health.

### **General Responsibilities**

- Using advanced internet and research skills, has the authority to track down BVCHC AE assigned members/attributed members
- Interact professionally with NHPRI staff and other AE partners as appropriate.
- Works within NextGen to register AE attributed members in the system for future appointment scheduling and record retention
- Skillfully engage the AE attributed members in the need to have an appointment with a primary care provider, especially if they are high risk or high cost.
- Work within the AE team to refer attributed members to the AE Care Manager or the AE Social Worker as needed.
- Represents the organization with a positive, professional attitude when communicating with attributed members and visitors of the health center
- Follows the organizations policies regarding dress code and personal appearance at all times
- Works well with others and has the ability to discuss in a professional manner issues that come up with staff
- Other duties may be assigned

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, EXPERIENCE, & SKILLS**

Associates or Bachelor's degree in Health Care Administration or related field

3-5 years' experience in health care setting, preferable community health care

Strong analytical skills, research skills, and advanced internet skills required

Must have the ability to work independently

Strong communication skills, both verbal and written required

Bilingual ability in English and Spanish, Portuguese or Creole speaking abilities preferred

**OTHER REQUIREMENTS**

Reliable transportation

Cultural sensitivity necessary to work with a diverse patient and staff population

Ability to work independently and collaboratively

Knowledge of medical records preferred

Knowledge of Microsoft Suite preferred

**Work Environment & Physical Demands**

This position operates in a professional health care office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee must be able to sit for long periods of time and operate a computer. The employee is often required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms. The employee must be able to lift up to thirty-five pounds, tolerate moderate to high levels of stress, and coordinate multiple tasks at one time.