

Data Compliance Coordinator

The schedule is: M-F 8:30 – 4:30.

Core Responsibilities

- Project matter expert in the use and administration of Gallagher's EHR software.
- Ensure individual's profile information, Person Centered Plans (PCPs), PCP goals, Behavior Support Plans (BSPs), medical information, benefits, and relevant information is recorded and kept up to date.
- Monitor compliance with daily service recordkeeping, including services notes from each shift, incident reports, medication administration registers, PCP goal data, and BSP data.
- Review and certify attendance weekly in case management system.
- Ensure user accounts and that each team member account has the appropriate level of access in the software; regularly audit and ensure user compliance.
- Provide technical assistance and password reset for all electronic health record users.
- Evaluate and report on electronic health record data and provide reports to key staff.
- Assist with the process of creating, suspending, and deleting users in the electronic health record system. Train staff, develop and implement new modules or functions, workflows, and processes. Assist with evaluation of the effectiveness of the agency electronic health record system.

Qualifications/Requirements:

- Bachelor's degree.
- 2-3 years of related professional experience with LTSS. Experience with and knowledge of data privacy requirements, including HIPAA.
- Knowledge of disability services regulations and systems preferred.
- Knowledge of basic accounting and billing principles.
- Requires the ability to utilize computer systems and software necessary to perform position functions. Basic Windows PC, web browsing (i.e., Chrome, Internet Explorer, etc.), and Microsoft Outlook skills required. Other Microsoft Office application knowledge, such as Word, Excel PowerPoint, Teams, and OneDrive desired.
- Ability to travel approximately 10-15% of working time.
- Ability to learn and master Agency Electronic Health Record

Catholic Charities' policy requires employees in this position to be fully vaccinated for COVID-19, which includes a process for requesting exemption.

Catholic Charities offers a competitive salary and benefits program.

Join Catholic Charities of Baltimore where you will be an important member of a trauma-informed care organization that promotes a culture of safety, empowerment, healing and self-care, and that believes that every person has infinite worth and promise.

Catholic Charities is an equal opportunity employer