



GREENE COUNTY HEALTH CARE, INC.
JOB VACANCY
JOB TITLE: Data Validation and Training Specialist

Position: Full-Time, 40 hours/week
Division: Administration
Primary Worksite: Administration
Supervisor: Internal Auditor
Work Schedule: Generally days

SUMMARY: The Data Validation and Training Specialist is responsible for validating data and providing training and support to the users of GCHC's electronic medical record software, practice management software, and other GCHC software. Key duties include the following:

1. Designs, develops and maintains instructional materials (such as presentations).
2. Prepares training lessons, prints materials, and sets up the training room and environment prior to the training session.
3. Follows up with trainees outside of the classroom to offer additional support and ensure training is being followed.
4. Evaluates reporting program(s) and effects changes as directed by the CEO.
5. Reviews various reports/data to ensure accuracy
6. Creates and maintains medical templates to ensure accurate coding for billing, reimbursement and reporting.
7. Works with IT staff on testing and maintaining bi-directional interfaces for electronic health records

KEY QUALIFICATIONS:

- Bachelor's degree in computer science, information technology, statistics or other related field. Master's degree preferred.
- Experience in computer reporting preferably in the health care field.
- Experience with ICD-10 coding required; certification in ICD-10 coding is a plus.
- Experience with medical terminology and billing preferred.

Interested applicants should submit a Greene County Health Care, Inc. Employment Application to Cindy Avila, HR Assistant. Send by mail to 7 Professional Drive, Snow Hill, NC 28580, by fax to 252-747-8163 or by email cavila@greencountyhealthcare.com.