

**Oconee Valley Healthcare
Population Health Coordinator
Job Description**

JOB TITLE: Population Health Coordinator
REPORTS TO: Chief Clinical Officer
SUPERVISES: None

03/03/2021

Summary

The Population Health Coordinator functions as an integral member of the patient care team in providing the highest quality of care to the patient.

Responsibilities:

- Orients all new patients to the practice, including reviewing Medical Home Responsibilities with the new patient.
- Uses data analytics and reporting for monitoring insurance quality program measures.
- Monitors and reports potential and actual program payments.
- Develops and fosters relationships with external partners, including insurance companies.
- Participates in monthly meetings with insurance representatives to gain a better understanding of quality measure benchmarks and standings.
- Performing chart reviews to extract data for necessary reporting.
- Ensures patient and family education on the importance and benefits of completing measures.
- Provides access to educational materials to Care Plan Coordinators, Medical Assistants, LPNs and other non-provider clinical staff.
- Encourages clinical patient care team to embrace concepts of preventive health care program and team approach to health care delivery.
- Actively participates in developing and configuring areas in the EMR to support clinical decision support. Ensures evidence based guidelines are considered when designing clinical decision support tools.
- Provides input/feedback to representative on the Performance Improvement Committee and/or submits Performance Improvement Form(s) to share ideas on improvement of workflow, improvement of patient care experience, etc.
- Maintains confidentiality of all patient information according to federal guidelines and regulations
- Assists with assigned outreach programs and activities, as needed.
- Performs other related duties incidental to the work described herein.
- Performs all job duties in accordance to the policies and procedures of Oconee Valley Healthcare.

- Attends initial training and ongoing trainings assigned to increase knowledge related to job position, patient safety, patient communication, coordinating care for patients, etc.

EDUCATION, ESSENTIAL SKILLS AND EXPERIENCE:

- 3+ years of clinical experience, preferred
- Ability to develop, prioritize, and accomplish goals
- Knowledge of, and ability to, function in a participatory, team-oriented management environment which includes corporate staff and various other management team members in the identification and resolution of problems, as well as the development of plans, objectives, and strategies.
- Excellent interpersonal communication skills with a high degree of professionalism in dealing with staff at all levels of the company.
- Strong presentation skills and abilities, including the ability to present information in a professional and persuasive manner to individuals or groups of people.

Travel to all locations is required. Requires sitting or standing for long periods of time, working in an office and clinical environment. Able to stoop, kneel, bend at the waist, and reach on a daily basis. Able to lift and move up to 25 pounds occasionally. Working under stress and use of the telephone required. Manual dexterity required for use of calculator and computer keyboard and other office machines. Hearing and vision corrected to normal range. Must be a team player and possess excellent customer service skills.