

POSITION OPENING

POSITION: RURAL HEALTH CLINIC DATA QUALITY COORDINATOR	STATUS: FULL TIME
DEPARTMENT: PATIENT ACCESS (CENTRAL REGISTRATION)	HRS/PAY: 75.0 HOURS
SUPERVISOR: JENNIFER MOMYER / DEB MUMPER	JOB GRADE: C-2 +

RESPONSIBILITIES

The Rural Health Clinic Data Quality Coordinator will provide oversight of registration data related to insurance eligibility in a timely manner to ensure that the correct insurance is in the encounter registration and verified prior to or at the time of service. Will assist in evaluation of data to identify root cause of errors and provide information to Patient Access Supervisor about consistent errors in order to facilitate education to staff to reduce future errors.

Working knowledge of health insurance and computer knowledge required. Prior hospital or physician office registration or billing preferred.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 07/11/2025 - 07/15/2025

Application Deadline: Noon: 07/16/2025