



# USET

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## **USET THPS Public Health Data Collection Specialist**

The Public Health Data Collection Specialist's main responsibility is to collect, enter, validate and manage documentation by Member Tribal Nations. Additional responsibilities include utilizing a special set of codes representing procedures, diagnoses, and other aspects of medical care. Under general supervision, the Public Health Data Collection Specialist evaluates medical records and provider notes to ensure completeness, accuracy, and compliance with the International Classification of Diseases Manual - Clinical Modification (ICD-10-CM), and the American Medical Association's Current Procedural Terminology Manual (CPT); provides technical guidance and training on medical coding to physicians and staff; and perform related duties as required. This individual must possess excellent communication skills; assisting in the ability to build productive and positive relationships with diverse customers, providing strong customer support.

### **Exempt/Non-Exempt and Salary Range**

The Public Health Data Collection Specialist is a Non-Exempt full-time position, with a starting salary of \$16.14 per hour. .

### **Reporting Relationship**

The Public Health Data Collection Specialist is supervised by the Program Manager.

### **Duties and Responsibilities**

1. Learn new survey methodologies in order to create, send and collect data from member Tribal Nations.
2. Compile, abstract and maintain patient medical records to document condition and treatment.
3. Release information to persons and agencies according to regulations.
4. Protect the security of medical records to ensure that confidentiality is maintained.
5. Enter mortality data and immunization records from state registries.
6. Provides technical guidance to departmental staff in identifying and resolving issues or errors, such as incomplete or missing records and documentation, ambiguous or nonspecific documentation, or codes that do not conform to approved coding principles/guidelines.
7. Educates and advises staff on proper code selection, documentation, procedures, and requirements.
8. Reviews bulletins, newsletters, and periodicals, and attends workshops to stay abreast of current issues, trends, and changes in the laws and regulations governing medical record coding and documentation.
9. Document community health assessments.
10. Other duties as assigned.

### **Qualifications**

1. Possession of an Accredited Record Technician's certification (ART) or Certified Coding Specialist designation (CCS) issued by the American Health Information Management Association.

2. Two years of experience in health data related field or, equivalent combination of experience, education, and training that would provide the required knowledge and abilities.
3. Certified in ICD-10-CM, and CPT coding guidelines; medical terminology; anatomy and physiology is preferred.
4. Ability to: research and analyze data, draw conclusions, and resolve issues; read, interpret, and apply policies, procedures, laws, and regulations; read and interpret medical procedures and terminology.
5. Understanding of how to integrate medical coding and payment policy changes into a practice's reimbursement processes.
6. Knowledge of anatomy, physiology, and medical terminology.
7. Must have demonstrable ability to work with people from diverse cultures including cultural sensitivity and the ability to work within the customs and traditions of various Tribal groups.
8. Ability to grasp new concepts quickly and efficiently.
9. Knowledge of electronic data collection tools: Access, Redcap, Survey Monkey and Epi info.
10. Ability to travel and work irregular hours as necessary.

**Hiring preference shall be given to American Indians/Alaska Natives**

***To apply please forward resume and cover letter to Melisa Stephens at [mstephens@usetinc.org](mailto:mstephens@usetinc.org)***