



Director, Database Administration and Informatics

The Collaborative Description

The Collaborative is a wholly owned subsidiary of the Pennsylvania Medical Society. It was created in 2016 to promote and enable value-based care arrangements and contracting that support and sustain physician-led practice in Pennsylvania. The Collaborative's tools, resources and expertise are actively being deployed throughout the Commonwealth to help physicians in diverse practice settings achieve the highest levels of patient-centered outcomes.

Our current offerings include a highly-rated and cost-effective MIPS registry reporting solution, revenue cycle management services, and population health programs that include information technology, analytics, care management capabilities and provider engagement support services. Our population health offerings will be used to develop and sustain clinically integrated networks.

The company's connection to the physician community, resources and expertise in building and implementing individual models of care, allows its partners to achieve higher levels of patient-centered outcomes. Please see www.patientccc.com for more information.

Job Location

- This position will be based at The Collaborative headquarters in Harrisburg, Pennsylvania.
- Full-time salaried position
- Moderate travel will be required including travel outside the state for conferences
- Evening and weekend hours are required

Position Description

The Director, Database Administration and Informatics is responsible for supporting the functions of the information technology (IT) team. This position is also responsible for the coordination of data related needs for the Business Development and Medical Director/Operation teams. (S) he will have responsibility for building and maintaining the Enterprise Data Warehouse, maintaining the client relationship management (CRM) database and the document management system (DMS). Specific responsibilities include the following:

- Oversee all database operations and structures
- Reviewing submitted information for completeness and correctness prior to establishing an account for the practice in the CRM.
- Maintain the data in the CRM as changes are needed.
- Respond to and support all business requests for data and reporting.
- Maintain the Meta data for the CRM tables.
- Develop and maintain Data dictionary.
- Create entity relationship model to capture business concept.
- Assist with the maintenance of the DMS system.

- Work with IT team as well as all other departments to maintain data governance.
- Learn the Population Health Platform and retrieve information from it.
- Analyze and report from various data sources.
 - Update the state of the CIN Report weekly.
 - Verify Practice and provider changes regularly.
 - Ad Hoc reporting from the population Health Platform.
 - Ad Hoc reporting from the CRM (Dynamics 365).
- Manage organizational documentation through the document life cycle.
- Maintain organizational documents and the document management system.
- Ensure that organizational documents go through a documented and approved review-and-approval process before being stored.
- Monitor the processes for onboarding practices.
 - Generate Welcome packets
 - Produce and monitor completion of Inventory forms for practices
- Manage Audio Visual needs for in the office and remote connections for Meetings, Webinars, Training and other events.
- Other duties as assigned.

Qualifications for the Position

This position requires an understanding of Data Systems and the importance of maintaining quality data. 2 to 5 years' experience in a data environment, preferably in healthcare is helpful. Excellent written and oral communication are beneficial. A Bachelor's degree in a related field, Master's preferred.

Special Requirements

SQL and/or SAS coding experience. Data Analytics Background. A demonstrated proficiency in various computer software programs including the Microsoft Office suite of programs. A valid driver's license.

EEO Statement

The Collaborative embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.

Interested candidates should respond directly with a resume and cover letter to bbuckingham@patientccc.com.