



North Sound BH-ASO

2021 E. College Way, Suite 101, Mt. Vernon, WA 98273

Phone: (360) 416-7013 Fax: (360) 899-4754

www.nsbhaso.org

NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

Position Description

TITLE:	Data Integrity Specialist
REPORTS TO:	Operations and Compliance Director
ASSIGNED TEAM:	Project Management
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 33

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

This position will work closely with Provider Liaison to monitor batch processing, assisting in providing solutions to error correction, monitoring whether error resolution is occurring within contracted timelines, and assisting with data integrity. In addition, this position will provide operational backup and support the Provider Liaison and Data Analyst.

This position is a member of the Project Management Team providing internal support to North Sound BH-ASO and external support to the North Sound BH-ASO contracted providers.

ESSENTIAL JOB FUNCTIONS

1. Review daily batch processing reports for each agency and coordinate error resolution with any agency where records have errors.
2. Review data extract reports and coordinate any resolution for records needing corrections.
3. Monitor timeliness of error resolution to ensure meeting contracted timelines.
4. Work with provider agencies to ensure data integrity with data submitted to North Sound BH-ASO across multiple record types and ensure data required at the State level is transmitted to the North Sound BH-ASO Health Management Information System (HMIS) per Provider contracts.
5. Supports resolution of error and completeness reports produced by State systems.
6. Assist in identifying new validations and/or data extract reports to improve data integrity.
7. Work with providers and BH-ASO staff to verify client eligibility for services, including the use of Provider One.
8. Provide backup and support to the Provider Liaison.
9. Provide data entry support for manual data entry systems including the processing of UB04 Claims.
10. Provide support for tracking clients through an inpatient stay including tracking benefits changes.

11. Provide support to the Compliance Program in conducting both internal and external auditing functions.
12. Provide support for records management and the purging of records based on the organizational records retention schedule.
13. Work with the Data Analyst and Fiscal Team to develop and review Provider Fee for Service (FFS) Invoices to ensure accurate payment.
14. Serve as support for Contracts, Fiscal, and Clinical to ensure data integrity for all invoices and contract deliverables.

OTHER JOB FUNCTIONS

1. May participate in state ASO IS meetings, internal/external committees and other meetings that affects IS needs of North Sound BH-ASO
2. Attend staff meetings, training, and seminars as requested
3. Perform other duties and special projects assigned

QUALIFICATIONS

Knowledge of:

- Database Management Systems (Microsoft SQL Server 2017 and later preferred)
- High-level proficiency with Microsoft Access and Microsoft Excel
- Provider One – WA Medicaid eligibility and service processing system
- Experience with behavioral health claims processing
- HIPAA transactions
- HCA Behavioral Health Data Guide (BHDG)
- HCA Service Encounter Reporting Instructions (SERI)
- Microsoft Office Suite

Ability to:

- Have a high degree of attention to detail
- Demonstrate strong customer service skills
- Communicate effectively, both orally and in writing, including effective presentation skills
- Demonstrate strong computer query and statistical report formulation skills
- Maintain confidentiality.
- Work as a proactive, positive member of the North Sound BH-ASO team

Education and Experience:

- Associates degree in related field, or
- 3+ years' experience with data processing
- An equivalent combination of education and experience may be considered
- Verifiable experience working in highly detailed data integrity position with multiple stakeholders

License and Certification:

- Valid Washington State driver's license and proof of insurance at the time of hire and vehicle available for work-related travel.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve travelling to other locations to attend meetings and conduct work. Travel outside local area may be needed to attend seminars or conferences. May include occasional evening meetings. Incumbent must be able to effectively utilize computers and related software, computer printers, photocopier, telephone system (multiple line), and fax. Must sit in meetings or at a desk or computer for extended periods. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature_____

Date_____

Manager Signature_____

Date_____