

Cedar County  
Tipton, Iowa  
Position Description

<b>Position title</b>	Quality Assurance Coordinator
<b>Reports to</b>	Public Health Director

**Position purpose**

Ensure departmental quality-assurance standards and procedures are met by reviewing standards, policies, and procedures. Assist department with quality improvement initiatives and activities.

**Key position responsibilities**

- Assess whether department policies and processes are properly supported and detailed to meet various regulatory requirements. Report findings to the Director for final decision.
- Periodically review department processes in order to identify and recommend process improvements which increase efficiency and accuracy.
- Take a lead role in working with management staff to ensure compliance with regulations, including Medicare Conditions of Participation, HIPAA, and Iowa Code.
- Collect data and/or information based on applicable standards, including state/federal or other regulations.
- Analyze and interpret data and/or information to ensure standards are met and in compliance.
- Review and analyze survey information to provide recommendations to management staff to improve client satisfaction.
- Ensure accurate data entry in the Iowa Immunization Registry Information System (IRIS), Iowa Disease Surveillance System (IDSS), Healthy Homes and Lead Poisoning Surveillance System (HHLPSS).
- Assist Public Health Division to conduct the Community Health Assessment and perform activities to support the Community Health Improvement Plan.
- Assist with disease investigations and outbreaks.
- Assist with Public Health Emergency Preparedness planning and response as needed.

**Qualifications**

**Education and Experience**

Bachelor's degree in health-related field. Two years' experience in health insurance industry, preferably including regulatory and compliance experience. Two years' experience in quality improvement activities, knowledge and application of quality improvement concepts.

**Specialized Knowledge**

Previous experience with and knowledge of CMS-specific reports and Value-Based Purchasing preferred.

**Certificates, licenses, registrations**

Must have valid Iowa driver's license and current vehicle insurance.

**Skills**

- Active listening
- Information technology usage and trouble shooting
- Reading comprehension
- Critical thinking
- Communication—verbal, non-verbal, written
- Time management

- Active learning
- Coordination
- Judgment and decision making
- Equipment selection and usage
- Collaboration
- Team member
- Interpersonal skills
- Organization
- Accuracy

**Abilities**

- Language expression and comprehension
- Written expression and comprehension
- Prioritization
- Manual dexterity
- Attention to details
- Multi-tasking
- Professional image

**Working conditions**

Primarily sedentary office environment. Routinely uses standard office equipment such as computers, telephones, copiers, printers, fax machines, and scanners.

**Physical requirements**

Must be able to communicate. Must be able to enter information into electronic format for extended periods of time. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus.

**Direct reports**

None.

**Internal and External Contacts**

Internal: Cedar County departments

External: Members of Cedar County Board of Health and Quality Advisory Committee, Iowa Department of Public Health employees, Department of Inspections and Appeals employees, members of other local public health programs.

<b>Approved by:</b>	<i>Cedar County Board of Health</i>
<b>Date approved:</b>	<i>April 22, 2019</i>
<b>Reviewed:</b>	

*This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.*

**Compensation Committee Ranking**

- Decision making—
- Supervisory—
- Experience—
- Education—
- Budget Impact—
- Contacts—

Physical Skills—  
Working Conditions--  
Total--