Anticipated Opening:
WellFlorida Position: Social & Human Services Assistant (full-time, non-exempt)
Data Extraction Specialist / CAREWare Coordinator - Ryan White & HOPWA

General Description
The Data Extraction Specialist/CAREWare Coordinator has responsibility, under the supervision of the Ryan White Program Director, for managing all Ryan White medical record data extraction for purposes of report generation and quality improvement activities. The position has lead responsibility for Area 3/13’s CAREWare and AIMS data collection interface. This employee works with considerable independence in organizing his/her workload, maintaining required documentation, and generating required reports. The position requires that the employee have reliable transportation. Regular travel is required to Alachua County Health Department, and to Azalea Health in Interlachen. There may also be occasional travel required to Citrus, Columbia and Marion County Health Departments.

Essential Knowledge, Skills and Abilities
- Knowledge of purpose and services of WellFlorida’s HIV Patient Care Programs.
- Knowledge of health care services and documentation.
- Understanding of medical records organization and terminology, particularly HIV-related.
- Ability to carefully research medical records for specific data and information.
- Knowledge of and experience with Microsoft® Excel, Access, AIMS, HMS and/or other databases, including accurate data entry, queries, problem solving, troubleshooting, and report generation.
- Knowledge of and experience with CAREWare database software.
- Ability to communicate effectively with health care providers and others.
- Ability to manage multiple priorities and complete assignments in a timely fashion.
- Ability to confidentially manage sensitive clinical data.
- Safe driving history and habits.

Responsibilities
- Assumes lead responsibility for the development, training, implementation, utilization, data extraction, reporting, data grooming, and maintenance of the local CAREWare interface, in conjunction with the Florida Bureau of HIV/AIDS
- Coordinates all WellFlorida’s CAREWare and AIMS data activities.
- Extracts all required data elements from Ryan White-funded clinic records (paper and electronic).
- Coordinates with the DOH clinics for HMS access and data extraction to CAREWare.
- Arranges with clinic personnel for on-site record extraction.
- Maintains a positive working relationship with appropriate clinic personnel.
- Enters data accurately in the Ryan White CAREWare database.
- Protects the confidentiality and security of all data obtained at all times.
- Screens all clinic lab invoices against CAREWare for payer and eligibility information.
- Generates multiple monthly data reports.
- Generates reports as needed for and coordinates with the Quality Assurance Coordinator, the Program Director and the Accountant.
Other Responsibilities
- Provides support for Ryan White Consortium meetings, as necessary.
- Performs other appropriate tasks, as requested by the Program Director or the Chief Executive Officer

Qualifications – Excel and data sorting skills test may be required
- Minimum of an Associate’s Degree in a related field;
- Two years of relevant work experience;
- Or, other equivalent combination of education, training and/or experience.

Compensation
- Salary range: $29,120 - $36,300 annually, dependent upon qualifications
- Travel reimbursement, as necessary @ $0.445/mile traveled in personal vehicle
- Non-exempt, full time, eligible for benefits