

XXXXXXXXX XXXXXXXX Hospital
Job Description

Dept. Name:	Pharmacy	Dept. No.:	758
Job Title:	Data Coordinator/Analyst	Job Code:	0675
Reports To:	Pharm.Clinical Coordinator: Procurement & I.S.Coord.	FSLA Status:	Non-exempt
Vice President:			

Job Summary:

Uses many different software programs; processes patient and departmental charges; audits charges entered by other pharmacy personnel; researches questions concerning billed charges; monitors all daily and monthly processes; assists pharmacy personnel with data needs or hardware/software problems; assists in planning, file building, tailoring and testing new systems; develops databases; generates reports; creates spreadsheets; and enters new drugs into Carecast.

Education:

- High School Graduate
- Certificate of Proficiency in Micro computing preferred

Experience:

- 2-3 years experience with mainframe and personal computer systems required

Licensure, Certification, and/or Registration:

- N/A

Skills & Qualifications:

- Proficient at using: calculator, PC, CRT, Fax, photocopier, word processor (40 cwpm) Word, Excel, FoxPro, Access
- Answer phones, balance figures, compose memos, file material

Special Characteristics:

- Certificate of Proficiency in Micro computing preferred.
- Organized and thorough with attention to detail.
- Good communication skills-verbal, written and listening.
- Ability to adhere to detailed instructions.
- Knowledge of basic data processing concepts.

Approved By:

Name	_____
Director of Pharmacy	
Title	_____
1/31/07	
Date	_____

Effective Date of Original:	11/90
Reviewed/Revised:	3/05
Reviewed/Revised:	6/06
Reviewed/Revised:	1/07

Primary Accountabilities:

1. Adheres to the general hospital standards to promote a cooperative work environment by utilizing communication skills, interpersonal relationships and team building.
 - Following hospital policies and procedures.
 - Following departmental policies and procedures.
 - Contributing to the overall quality of services.
 - Assuming responsibility for keeping informed about changes in policies and procedures.
2. Provides assistance to pharmacy computer technicians regarding hardware and software issues.
 - Assisting staff by answering software questions and notifying programmers when serious issues arise.
 - Analyzing hardware problems to determine if equipment needs repair/replacement.
 - Monitoring pharmacy computer systems to ensure they are not rendered unavailable to pharmacy computer technicians.
 - Observing computer activities regularly to gain a sense of what is ordinary and reasonable for the process.
 - Recognizing recurring problems and identifying occurrences common to the problem to facilitate the troubleshooting process and prevent system downtime.
 - Documenting identified problems and solutions to facilitate future problem-solving.
3. Audits department and patient charges to ensure the accuracy of all charges.
 - Correcting any errors found during the review to ensure the accuracy of the billing.
 - Reporting corrections and charges to departments within the institution as appropriate, including Internal Audit.
4. Provides accurate month-end data to specified users of the data.
 - Providing both daily and monthly reporting to Medical Center personnel both within and outside the Pharmacy department.
 - Answering billing questions from financial personnel as well as nursing and department personnel.
 - Reporting/resolving problems as appropriate.
 - Analyzing incoming charge documents for errors or inappropriate charging, correcting problems and processing charges.
 - Auditing charges that other staff has entered, correcting problems and preparing charges for billing.
 - Assisting manager with decision-making, file-building, testing and implementation of new computer systems.
 - Maintaining history files of department charges and maintaining system to track location of patient and department charges.
5. Maintains files in the pharmacy computer systems so that Pharmacy staff can perform their dispensing, clinical, charging, and inventory functions.
 - Assisting manager and network administrator in developing, testing, and implementing new programs, systems and hardware.
 - Performing updates and maintenance of the compendium and associated files in the pharmacy dispensing/clinical system.
 - Performing updates and maintenance of the inventory files in the inventory control system.
6. Constructs databases to maintain Pharmacy departmental and patient billing data.
 - Generating queries to retrieve precise information for Pharmacy personnel.
 - Maintaining databases by adding, deleting and updating information.

- Verifying that monthly database tables are saved to allow access to this data if discrepancies arise.
7. Develops accurate reports by utilizing Business Objects and Crystal Reports
 - Constructing reports to access data from the Medical Center Repository for personnel within the Pharmacy Department.
 - Reporting data on a weekly manner to track trends and recognize potential issues.
 - Communicating to IS personnel future needs/variables pharmacy representatives request.
 8. Creates financial spreadsheets to assist with data analysis and annual budget worksheets for financial management and Pharmacy Administration Manager.
 - Creating graphs to assist in recognizing trends and potential issues.
 - Developing and modifying macros to format imported data into Excel.
 - Compiling expense data for each nursing unit/hospital area to assist in forecasting budget information for the upcoming fiscal year.
 - Updating data with current unit cost and applying an inflation rate to produce accurate results.
 - Creating spreadsheets consisting of Pharmacy purchasing data, drug usage, and departmental expenses.
 9. Assists Pharmacy Information Systems Coordinator with entering new drug entries into Carecast.
 - Entering drugs in multiple tables in Carecast to allow charging and dispensing by users.
 - Adding new drugs to multiple databases in order to update the pharmacy drug catalog for satellite pharmacies.
 - Modifying existing entries with updated information.
 10. Participates in planning processes by establishing personal goals to support quality improvement efforts and contribute to the achievement of departmental objectives.
 - Setting goals and objectives annually as part of the Annual Employee Review process.
 - Developing action plans to show how and when the goals will be met.
 - Implementing the action plans to achieve the goals.
 - Providing periodic status reports of progress made toward meeting goals.
 - Revising goals as needed to reflect changing roles and department priorities.

Job Specifications

Physical Requirements:

Amount of time spent performing the following activities:

	0% to 35%	35% to 65%	65% to 100%	N/A	Activity
X					Standing
X					Walking
		X			Sitting
		X			Bending
		X			Reaching with arms
		X			Finger and hand dexterity
		X			Talking
			X		Hearing
			X		Seeing
	X				Lifting, carrying, pushing and or pulling:
					20 lbs. maximum
	X				50 lbs. maximum
					100 lbs. maximum

Work Environment:

- Exposed to hazards of electrical/mechanical/power equipment.
- Subject to many interruptions.
- Subject to stress associated with working with a mission critical computer system.
- Occasionally subjected to irregular hours.
- Subject to changes in work schedules and areas to meet customer/department needs.