



## **CAREER OPPORTUNITY | MN Community Measurement (MNCM) Position Summary | Project Coordinator, Direct Data Submission | Full-time**

MN Community Measurement (MNCM), a trusted source for health care information, seeks a full-time project coordinator to support the implementation of direct data submission measures. The project coordinator provides technical assistance to medical groups registering and submitting clinical quality data and conducts reviews of submitted data for validation purposes. If you share the philosophy, "you cannot improve what you do not measure," consider this unique opportunity to contribute your talents to our efforts. Since its founding in 2005, MNCM has grown steadily in size and scope. Today, MNCM is a vibrant collaborative leading the nation in clinical quality measurement and public reporting of clinic performance.

To thrive in this role, a candidate must have strong project coordination skills; demonstrated ability to communicate complex information concisely and clearly (verbally and in writing); the ability to process and analyze data effectively; effective relationship building skills; the ability to complete tasks with high accuracy; and the initiative to identify and make improvements to processes. Be a part of a team who is committed to the mission of accelerating improvement of health in our community.

### **Essential Functions in Brief**

- Support implementation of clinical quality measures collected through the direct data submission process.
- Provide technical data collection, submission and validation support to medical groups.
- Process and analyze clinical quality data submitted by medical groups
- Prepare data files for various purposes and customers.
- Provide excellent customer support to medical groups submitting data.
- Work proficiently with Excel and data management systems.

### **Desired Education and Experience**

- Bachelor's degree or technical degree and/or 2+ years of equivalent experience in a health care environment preferred.
- Excellent computer skills including Microsoft Excel, Word, PowerPoint and Outlook.
- Exceptional project and time management skills to complete projects within established deadlines.

To learn more about MNCM visit our website at [www.mncm.org](http://www.mncm.org).

If interested in this position, please send cover letter and resume to Sandy Larsen at [larsen@mncm.org](mailto:larsen@mncm.org) by COB Monday, August 14, 2017.