



MISSISSIPPI STATE DEPARTMENT OF HEALTH

About the Position: The Office of Women’s Health, Mississippi Breast and Cervical Cancer Program (MS-BCCP) is seeking to fill one (1) Program Specialist I position. This position will functionally serve as a Data Quality Specialist for the program. The Data Quality Specialist examines and verifies complex forms, reports, or records for accuracy and completeness. Pursues missing or incomplete documentation from providers promptly. Keys patient encounter, assessment, diagnosis, and other data into patient database. Assists with data retention and quality monitoring processes to assure program compliance with agency and federal funding expectations. Provides orientation, training, and oversight of other data support staff. Assists in preparing training materials, job aides, and other useful products to improve provider compliance related to data collection and reporting.

Supervision: Reports to the MS-BCCP Program Director. Has no direct reports.

What You’ll Need to be Successful: Successful employees need to have good customer service skills and able to communicate effectively. They should be able to work autonomously and with a team. The employee should have good time management and organizational skills. Attention to detail and strong technical writing skills are essential.

Salary: \$28,542.30

Location: Base is located on the MSDH Main Campus, Jackson, MS.

Qualifications: Bachelor's degree and 0-2 years relevant work experience

How to Apply: Interested applicants should submit State of Mississippi Employment (<https://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and to:

The Mississippi State Department of Health
Breast and Cervical Cancer Program
Attn: Amy Gibbons
Osborne 207
570 East Woodrow Wilson Ave.
Jackson, MS 39215

Fax: 601-576-8030

To learn more about the Mississippi State Department of Health, please visit our website @ <https://www.msdh.state.ms.us/>

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