



HUALAPAI HEALTH EDUCATION AND WELLNESS

CHR Data Entry Specialist Needed

Contractor Position Title: RPMS Data Entry Specialist
Time Frame: August, 2014 – October, 2014
Monday – Friday 8:00 AM – 5:00 PM

Essential Job Functions:

The CHR Data Specialist will enter Data from 6,000 total Patient Care Component (PCC) encounter forms submitted by the Community Health Representative (CHR) team into Indian Health Services (IHS) Resource and Patient Management System (RPMS).

Specialist will be required to issue Health Codes and Problem Codes based on notes provided on PCC forms.

Specialist will meet deadlines set by management team.

Specialist will coordinate with the CHR team to ensure PCC encounter forms are complete.

Required Skills:

- Intermediate Computer skills needed.
- IHS RPMS system experience preferred but not required.
- Ability to work as a team member.
- Strong verbal, written, and analytical skills required.
- Ability to meet daily quota.
- Ability to work independently.

Proposal Requirements:

A proposal shall include the timeline for project completion date, cost, and experience.

Submit all proposals by August 4, 2014 to the HEW front office by Close of business day.